**Learning outcomes**

* To understand what different career paths and job roles are at the YDNPA
* To understand what a job description is and how it help informs an employees work
* To understand what a person specification is

**Career paths, job descriptions and person specifications at the YDNPA**

A **job description** outlines the job title, as well as the tasks and the responsibilities that will be covered by the successful applicant. Once this is completed then a **person specification** needs to be written – this goes beyond a description of the job and lists the physical and mental attributes that will be desirable or essential for the successful applicant (such as their disposition and interests). The YDNPA also include a Bar Criteria this gives the potential applicant an outline of the minimum skills, qualifications, training and experience they should be able to demonstrate in relation to the job role through their application.

**Activities**

Read the job description and person specification for the Access Ranger at the YDNPA.

1. Design a job advert which will attract the person that has been outlined in the job description for an Access Ranger. Think carefully about what you will need to include.
2. Imagine you are part of the selection panel. List the top 5 things you think are most important that a person should have if you are going to employ them as an Access Ranger.

YORKSHIRE DALES NATIONAL PARK AUTHORITY

# JOB DESCRIPTION

JOB TITLE: Access Ranger

GRADE: Band E

RESPONSIBLE TO: Assigned Area Manager

RESPONSIBLE FOR: No line management responsibility

**OBJECTIVES OF THE POST:**

This is a specialist ranger post specifically concerned with the maintenance of the public rights of way network, other access routes and open access areas and estate management for the Authority, operating in area and Park-wide teams, and occasionally within wider project groups. In carrying out the above the post is expected to provide information and guidance to the public relating to the use of public rights of way and open access land.

**DUTIES AND RESPONSIBILITIES**:

To plan, implement, deliver and as appropriate monitor:

* practical maintenance and restoration tasks on, Public Rights of Way, access routes and access areas under the guidance of the Area Ranger.
* practical maintenance works to the Authority's agricultural, amenity property, its car parks and public toilets.
* practical management and maintenance tasks within Authority owned woodland.

To assist in the surveying and monitoring of:

* countryside furniture and condition of the Public Rights of Way network and access areas.
* use and behaviour on the PROW network, Authority Property and Open Access land.

To assist the Area Manager(s) and Area Ranger(s) with developing and implementing Area management plans.

To develop and maintain expertise in techniques and approaches to the maintenance and restoration of Public Rights of Way, access routes and facilities associated with open access land.

To undertake litter clearance projects.

To advise and supervise volunteers, works experience students and groups in practical projects on behalf of the Authority and to ensure Health and Safety guidelines are followed.

To quantify and manage and maintain the materials, equipment, other resources and adhere to any relevant Health and Safety requirements required to fulfil the objectives of the post.

To develop and maintain close working relationships with specialist officers within the Park Services Directorate and the Authority as a whole.

To be responsible with other Access Rangers based at the workshop for the general upkeep of practical areas and personnel work areas. To assist with all other members of staff based at the location with the general cleaning and maintenance of communal areas.

To be responsible for the day to day maintenance and servicing of practical tools, allocated plant and machinery.

To produce reports and surveys on the condition of the rights of way network and use of access areas.

To comply with the Authority’s Health and Safety Policy and Codes of Safe Working Practice.

Such other duties as are commensurate with the objectives and grade of the post, as directed from time to time by the Chief Executive.

**TERMS AND CONDITIONS**

In order to fulfil the objectives of the post and assisting in the delivery of a wide range of duties relating to the general public and local community the post holder will be required to work weekends, bank holidays and when appropriate evenings.

Your working week is 37 hours over 5 days within a 7 day period (a flexi –time scheme is in operation) and will include some weekend and evening work.

The actual times will be allocated on a rota basis on a 4-week cycle in discussion with the Area Manager and under the guidance of the Head of Park Management to ensure as comprehensive cover as possible is achieved within the requirements of the region and the season.

The following criteria will be used to formulate the rota.

No Access Ranger will be expected to work more than 4 weekend days within each 4-week period.

No Access Ranger will be expected to work more than 1 bank holiday within each 4-week period. Bank Holiday working is credited as TOIL at plain time.

No Access Ranger will be expected to work one day every weekend.

No Access Ranger will be expected to work more than 2 evenings within any 4-week period.

Each Access Ranger should only work 148 hours within a 4-week period.

This framework does however operate in conjunction with the Authority’s arrangements for annual leave, time off in lieu (TOIL), overtime and the rules surrounding flexi-time.

The post holder will be issued with a vehicle for which the post holder is responsible for maintaining in a road-worthy condition with the assistance of the vehicle contracts manager.

The post holder will be allowed to travel to and from work, and keep the vehicle overnight in an agreed suitable parking location with the authorisation of the Head of Park Management. Travel, however, is charged to the post holder at 20 pence per mile.

The post holder will be responsible for maintaining the exterior and interior of the vehicle in a condition that suitably reflects the high standards of the Yorkshire Dales National Park Authority.

**YORKSHIRE DALES NATIONAL PARK AUTHORITY**

### PERSON SPECIFICATION

**JOB TITLE: ACCESS RANGER**

|  |  |  |
| --- | --- | --- |
| Criteria | **Essential** | **Desirable** |
| Qualifications Qualification in countryside management.  Basic chainsaw certificate.  Full driving licence Skills and knowledge Ability to meet targets and objectives.  Knowledge of PROW legislation.  Knowledge of CROW Act  Experience in planning and maintenance of projects, Inc.:  Building stone and wooden stiles;  Fencing;  Walling;  Laying of drains, culverts;  Construction of bridges;  Construction of revetments;  Construction of wooden and stone steps;  Surface maintenance and repairs.  Erection of signposts.  Ability to drive small plant.  Experience of off road driving.  Knowledge of upland farming.  IT literacy | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ |
| Personal qualities Good communicator.  Flexibility.  Ability to represent the national park in the field.  Self-motivated. | ✓  ✓  ✓  ✓ |  |
| Ability to work independently or as part of a team | ✓ |  |

This post is subject to a Disclosure and Barring Service (DBS) check.

BAR CRITERIA

| **Post** | **Band** | **Experience** | **Skills & Knowledge** | **Qualifications & Training** |
| --- | --- | --- | --- | --- |
| Access Ranger | E | 2 years carrying out the key duties and responsibilities of the post | * knowledge and understanding of relevant NPA policies and practice concerning ranger services and an understanding of the legislative context in which the Authority operates. Demonstrated knowledge and proven examples where policies and legislation have influenced working procedures in relation to: * YDNPA General Policy   National Park Purposes and other relevant sections of the Environment Act 1995 Circular 12/96  **YDNPA Specific Policy**  Special Qualities Special Experience (2010)  Rights of Way Maintenance Plan (May 2012)  NPA’s Volunteering Strategy (May 2001)  Framework for Management and Use of Green Lanes (August 2006)  **Legislation**  CROW Act 2000 (Part 1)  NERC Act 2006 (Part 5 and 6)  **Corporate Management & Administration**  Corporate Plan  The National Park Management Plan  PROW delegation agreement  Ranger manual and Health & Safety codes of practice relevant to post  Demonstrated satisfactory ability and understanding in the following skills areas   * knowledge and understanding of public rights of way legislation: Proven knowledge and a minimum of three examples of where the access ranger has dealt with or assisted the area ranger with use of either temporary closures or diversions, section 147 applications, or obstructions in the course of their work. * knowledge of the physical national park area and local communities that post relates to. * At least 3 examples of community/user liaison either by attendance at community meeting or in response to written or telephone queries documentation to include actions taken * experience in organizing two PROW projects managed from initial identification of project to completion of work including all relevant consultations, Health & Safety aspects, licenses and permissions * experience in organising and supervising volunteers in countryside management projects; Evidence of two supervised projects organised from initiation of project to completion of the work on the ground including all Health & Safety aspects. * skills to input data onto a QGIS system for public rights of way management; Working examples of various uses of QGIS to include printing maps and updating map layers.   A written portfolio providing evidence and example of skills and knowledge will be produced to support the application for progression through the bar. | * QGIS: Internal training * PROW legal issues: internal training course * Working with volunteers: external training course * NVQ 3 or equivalent in related discipline; Related discipline to have an environmental emphasis equivalent to 60 days or 60 days of relevant training |