

STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
01462 730064 enquiries@stotfoldtowncouncil.gov.uk



TOWN RANGER (full-time)

We are currently advertising to fill a newly created role of Town Ranger.

The Town Ranger will join a small and friendly team of council staff in assisting the council in delivering council services for the community.

Hours: Monday to Friday, 37 hours per week, with occasional weekend/evening working for events. Working hours to suit works schedule and by agreement with the Town Clerk
Salary: SCP13 to SCP17 (starting salary £24,948), and membership of Local Government Pension Scheme

For a full job description and application pack, please see our website www.stotfoldtowncouncil.gov.uk/Vacancies or contact the Town Clerk on 01462 730064

Applicants are to submit a completed application form addressed to the Town Clerk at the address below and marked 'Confidential – Recruitment – Town Ranger'.

Closing date for applications is 12noon Friday 17th February 2023

Interviews will be held 24th February 2023

Start date will be Monday 3rd April 2023.

Kate Elliott-Turner, Town Clerk
Stotfold Town Council
Greenacre Centre
Valerian Way
Stotfold, Hitchin, Herts, SG5 4HG
enquiries@stotfoldtowncouncil.gov.uk

TOWN RANGER

(full-time)

Job purpose

This role will be a visible and approachable presence on the streets and in our public spaces. Duties will focus on maintaining standards of environmental and community safety, cleanliness and well-being for the town.

The role holder will act as the eyes and ears of the council, reporting any issues found or reported to them during their working day.

Hours

Full-time role, 37 hours per week, with occasional weekend/evening working for events. Working hours to suit works schedule and by agreement with the Town Clerk.

Team

Facilities

Based at: The role involves working across the town.

Responsible for

N/A

Responsible to

Property & Estates Maintenance Technician (supervisor)

Salary

NJC SCP13 to SCP17 (£24,948 - £26,845), plus membership of the Local Government Pension Scheme

Main responsibilities

Operational

- To be the eyes and ears of the council and reporting any issues/faults found to the council's Facilities Officer and P&E Maintenance Technician
- Litter picking of open spaces/recreation grounds/play areas falling within the town council's remit, to include the cemetery, car parks, around council owned buildings, in general town centre areas and as directed
- Emptying of all town council owned litter bins across the town
- Carry out cleaning duties at Brook Street and Arlesey Road public toilets
- Maintain cemetery to a good standard – clean toilets, remove perished wreaths
- Clean toilets, showers and changing rooms at Hitchin Road Recreation Ground
- Maintain all town council owned/managed car parks and surrounding paths, in a swept and litter free condition
- Watering the town's floral displays and light weeding
- Maintain town council notice boards – updating information and posters as requested and keeping in a presentable standard

- To identify street signage and street furniture (benches, bus shelters, litter bins etc.) in need of cleaning and to carry out this cleaning using appropriate equipment
- To ensure that any vehicle provided by the Council is kept clean and that weekly vehicle checks and maintenance tasks are carried out
- To assist the P&E Maintenance Technician as required – to include assisting with bin and bench installations, other light cleaning or decorating as required
- To assist in setting up, attendance at, and take down of events and council activities, as required
- To assist the P&E Maintenance Technician with delegated tasks, as necessary
- Generally patrol the town, picking up litter, identifying issues, being the link to the council and representing the council in a professional manner
- To promote a positive image of the Town Council at all times and to maximise opportunities for positive public engagement with the Council
- To be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional health and safety responsibilities as defined in the Health and Safety policy and procedure
- To contribute towards risk assessments to ensure safe and sensible working practices
- To assist the Town Clerk and colleagues to monitor health and safety requirements within the council's activities
- To have due regard for your own health and safety and that of any colleagues and the general public and to bring to the attention of the council without delay any matters which may be prejudicial to health and safety best practices and policies
- To treat any colleagues, Councillors, partners and members of the public with respect and equality
- To undertake such other tasks that may be reasonably asked of the postholder from time to time, commensurate with the post

Points to note:

- The post will involve travel around the town making use of the council's vehicle designated for this purpose.
- The work is physical and involves a significant amount of walking. It will also involve occasional manual handling.
- The work continues in all seasons, sometimes in inclement weather.
- Lone working is required.
- As a frontline member of staff, the post-holder will be expected to interact with the public and be both helpful and amenable at all times.
- A competent level of Health and Safety is always required.

Note: the duties stated herein are not exhaustive and may be subject to change from time to time to meet the operational needs of the Council.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
Demonstrable good level of literacy and numeracy	✓	
Educated GCSE grade C or above in English and Maths, or equivalent		✓
Full clean driving licence	✓	
First Aid certificate		✓
Experience, Knowledge & Skills		
Experience of working in an outdoor role	✓	
Experience of working in a public facing role	✓	
Working knowledge and understanding of Health and Safety compliance requirements	✓	
Personal Style & Behaviour		
Well organised and able to prioritise workload	✓	
Able to work on own initiative and as part of a team	✓	
Self-motivated, and have a flexible approach to work	✓	
Commitment to customer care & equal opportunities in service delivery	✓	
Flexible approach to changing work tasks	✓	
Good communication skills: friendly and approachable, and able to represent council in a professional manner	✓	
Other		
Physically able to carry out the duties required	✓	
Knowledge of local government or Town/Parish Councils		✓
Committed to continuous development and undertake training relevant to the role as required	✓	

STOTFOLD TOWN COUNCIL

EQUAL OPPORTUNITIES MONITORING FORM

This form will not be seen by the Interviewer/Panel prior to interview and is not used in any decision-making.

You do not have to complete this form but doing so enables us to monitor the effectiveness of our Equal Opportunities Policy. We recognise the benefits of a diverse workforce. We are committed to treating all job applicants and employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, trans-gender status, pregnancy, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Please state which job you have applied for

1. How would you describe yourself? (Please tick one box)

A	<input type="checkbox"/> Asian or Asian British
	<input type="checkbox"/> Bangladeshi
	<input type="checkbox"/> Indian
	<input type="checkbox"/> Pakistani
	<input type="checkbox"/> Any other Asian background, please state
B	<input type="checkbox"/> Black or Black British
	<input type="checkbox"/> African
	<input type="checkbox"/> Caribbean
	<input type="checkbox"/> Any other Black background, please state
C	<input type="checkbox"/> Chinese or other ethnic group
	<input type="checkbox"/> Chinese
	<input type="checkbox"/> Any other, please state
D	<input type="checkbox"/> Mixed Heritage
	<input type="checkbox"/> White and Asian
	<input type="checkbox"/> White and Black African
	<input type="checkbox"/> White and Black Caribbean
	<input type="checkbox"/> Any other Mixed background, please state
E	<input type="checkbox"/> White
	<input type="checkbox"/> British
	<input type="checkbox"/> English
	<input type="checkbox"/> Irish
	<input type="checkbox"/> Scottish
	<input type="checkbox"/> Welsh
	<input type="checkbox"/> Any other White background, please write in box
F	<input type="checkbox"/> Prefer not to say

2. What is your gender?

Male Female Prefer not to say

3. Is your present gender the same as at your birth?

Yes No Prefer not to say

4. What is your age group?

16-17	<input type="checkbox"/>	18-21	<input type="checkbox"/>	21-29	<input type="checkbox"/>	30-39	<input type="checkbox"/>
40-49	<input type="checkbox"/>	50-59	<input type="checkbox"/>	60 or over	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

5. What is your sexual orientation?

Heterosexual/straight	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Lesbian/gay woman	<input type="checkbox"/>
Homosexual/gay man	<input type="checkbox"/>	Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

6. What is your religious or belief system?

Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>	Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
No Religion	<input type="checkbox"/>	Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

7. Do you consider yourself to have a disability or long-term health condition?

Yes No Prefer not to say