

PERSON SPECIFICATION

Temporary Town Ranger

ATTRIBUTES	REQUIREMENT	ESSENTIAL/DESIRABLE
EDUCATION AND QUALIFICATION		
What standard of general education does the work call for?	A good general education including GCSE's (or equivalent) in Maths and English.	Essential
	"A" level qualification in a relevant subject.	Desirable
What standard of technical or professional education does the work require (e.g. degree, diplomas, NVQs)?	City & Guilds or the equivalent NVQ2	Desirable
	Nebosh General Certificate in Occupational Health & Safety	Desirable
Hold a current full driving licence for cars. Capable of maintaining accurate vehicle and user records. Competent to undertake daily vehicle checks and carry out basic maintenance.	The role requires the driving of the Town Ranger van and carrying out daily checks. Maximum of 3 penalty points (endorsements) and/or no unspent convictions for driving under the influence or drugs related offences.	Essential
PREVIOUS EXPERIENCE		
Local Government	Prior experience of working in Local Government.	Desirable
Customer Service	Experience of working in a customer facing environment.	Essential
Town Ranger	Experience of undertaking general maintenance of buildings & property.	Essential
	Experience/qualification in operating machinery and small plant.	Essential
	Driving and use of road vehicles.	Essential

	Experience of Health and Safety relating to manual handling/working in public environments.	Essential
	Experience of undertaking risk assessments.	Desirable
	Experience of undertaking Health & Safety inspections of buildings/property/public realm.	Desirable
	Experience of monitoring performance of Contractors.	Desirable
SKILLS AND KNOWLEDGE		
Good written and verbal skills	The role requires an ability to, and communicate with Councillors, staff, members of the public and external agencies.	Essential
Competent in using numbers	Numeracy is incorporated in a number of elements of the role.	Essential
Good inter-personal skills	Required to work collaboratively with other members of the team, communicating effectively, showing respect and cooperation.	Essential
Organisational skills	Highly organised working in a structured way and able to tackle a number of different tasks and duties at once.	Essential
ATTITUDES AND DISPOSITION		
Ability to work as part of a team	Working with all other departments and areas.	Essential
	Works effectively within the team to meet deadlines and objectives.	Essential
Use of own initiative	The post holder must be able to work on their own initiative.	Essential
	Be proactive, thinking and acting ahead.	Essential

Integrity	High levels of personal integrity and confidentiality, who displays respect, empathy and honesty through a consistent approach.	Essential
Reliability	Must be reliable and have a high level of commitment to the post, its requirements and the quality of service it provides.	Essential
	Excellent record of attendance and punctuality	Essential
Flexibility	Some training courses that the post holder may be required to attend may be held on non standard working days and the post holder should have flexibility to attend if required to do so.	Essential
Positive approach and 'can do' attitude	An enthusiastic and pro-active approach to work, leading by example.	Essential
Physical ability	Must be physically robust and able to lift heavy equipment such as market gazebos	Essential
	Able to work outdoors in all conditions, in a variety of locations and cross diverse terrains	Essential