

# WESTON-SUPER-MARE TOWN COUNCIL

## PERSON SPECIFICATION

**Post Title:** Community Rangers

**Grade:** JG3 £23,500 - £23,893

It is **essential** that the post holder has the following skills, knowledge and personal attributes.

- Good communication and interpersonal.
- Ability to work in a public facing environment and provide good customer services.
- Awareness and understanding of H & S at Work requirements, including legislation, procedures and risk assessments.
- Full, clean and valid driving licence.
- An interest in community and environmental services delivery.

The following are **highly desirable**.

### **Skills and Knowledge:**

- Ability to interact with the general public, colleagues, management and Ward Councillors.
- Able to use IT including email and internet, in order to access the Town Councils designated software e.g. asset program and PSS Live.
- Able to understand our services, including legal requirements and the environment in which we operate.

### **Personal Attributes:**

- Ability to follow direction, reliable and trustworthy.
- Good verbal and communication skills.
- Have a flexible and adaptable approach to work and be able to adapt to the changing demands and responsibilities of the post.
- Confident and able to deal sensitively, calmly, and positively with people at all levels, both face to face and over the telephone.
- Able work on own initiative and operate well as part of a small team.
- Ability to prioritise tasks within competing work demands and meet deadlines and targets.
- Ability to work under pressure, problem solve and cope well in challenging and emotional situations.
- Committed to working proactively and contributing to the successful and sustainable operation of the department.
- To possess a professional and patient manner, personal resilience, a 'can-do' attitude and willingness to progress in the role.

### **Educations and Qualifications:**

- NVQ 2 in a relevant subject
- GCSE A-C in Maths and English

**Other Factors:**

- Ability and willingness to work in the external environment.
- Willingness to work flexibly to meet business needs over 7 working days including weekends and evenings as required.
- The role will require regular 121 contact with, vulnerable persons and volunteers.
- This post requires an Enhanced DBS Check to be completed.
- Post holders will be expected to work as part of a team within the grounds department and cover other operational areas including play area inspections, water park maintenance and testing, waste removal and disposal and re-cycling.

**Equal Opportunities:**

- Be able to demonstrate a commitment to the principles of equal opportunities and diversity and be able to carry out duties in accordance with those policies.

**Desirable:**

- Relevant work-related experience in a similar workplace setting.
- Current First Aid Certification.
- Experience in undertaking horticultural activities and /or general maintenance works.
- Understanding of H & S legislation, procedures and risk assessments.