

 Banbury Town Council	JOB DESCRIPTION	
	Post title:	Senior Park Ranger
	Post No:	BTC 14
	Grade:	LC2 SCP 24-28 (£34,314-£37,938)
	Hours	37 hours per week - Annualised Hours (Worked on a rotating shift system)

Responsible to:	Director of Environment	Post No:	BTC 20
Responsible for:	Park Rangers x 2	Post No's:	BTC 15 & 16

Key Objectives:	
1	Responsible for the management of the Councils Park Ranger Service delivering the inspection and infrastructure repairs in Parks, Cemeteries, Play Areas, Sports Facilities, Allotments and Bus Shelters.
2	Responsible for supporting the organisation and delivery of the Councils Events including the towns programme of large Events, Civic Events, Park and Sport facility Hirers, Community Group and Volunteer participation events and activities.
3	Responsible for responding to service requests from the Landscape & Arboricultural Manager, the Parks & Cemeteries Manager and the Administration Team. Liaising where necessary with suppliers and contractors.
4	Responsible for the safety and maintenance of the depot facilities, vehicles, machinery and equipment as required to carry out the service. Procuring goods, materials and services as necessary.
5	To assist the Director of Environment with the delivery of corporate strategic plans, reviewing services, implementation of improvements and developments, financial planning and budget monitoring.
Responsibilities:	
1	Management of Facilities.
a)	Responsible for the delivery of the weekly Health and Safety Inspections of the Councils Play Facilities, ensuring they are formally recorded on the Council's IT software system.
b)	Responsible for the organisation of repairs arising from inspection findings, including the procurement of parts or materials as required.
c)	Procurement of replacement equipment and Play Area refurbishments based on life expectancy, wear and tear or vandalism. Ensuring consideration is given to replacement equipment to increase play value and an improvement to inclusive play where possible.
d)	Ensure the play area inventory is kept up to date and accurate, monitoring inspection findings, ensuring repairs are undertaken in a timely manner in line with risk rating.
e)	Responsible for the delivery of the monthly Health and Safety Inspections of the Councils Parks, Cemeteries, Sports Facilities, Allotments, Bus Shelters and Buildings, ensuring they are formally recorded on the Council's IT software system.

f)	Organise any minor repairs or report any findings, to the appropriate officer, as a result of the monthly inspections.
g)	Ensure the parks and facilities inventory is kept up to date and accurate, monitoring inspection findings, ensuring repairs are undertaken in a timely manner in line with risk rating.
h)	Responsible for the delivery of the Council's winter maintenance programme, including communication, recruitment and training of Snow Wardens, ensuring salt, PPE and equipment is procured and delivered to sites, liaising with other local authorities as required.
2	Service Support and Assistance.
a)	Responsible for working closely with the event team, assisting in the planning, set-up including setting out highway closures, the delivery and takedown of events, providing staff resources and equipment to ensure the safe and successful delivery of the annual events programme.
b)	Responsible for working closely with the Council's Landscape & Arboricultural Manager and Parks & Cemeteries Manager, providing support and assistance when requested, to include community events and volunteer activities in Parks and Open Spaces.
c)	Providing support and liaison with other event organisers, fairground providers and sports facility hirers and community groups.
d)	Investigate and resolve customer complaints/enquiries or service requests received by the Council and providing a formal response to the customer or Administration Team as appropriate.
e)	Responsible for providing face to face communication and interaction with the public using Council Facilities, ensuring park rules and bye laws are being adhered to. Dealing with any anti-social behaviour or public safety issues observed, reporting and liaison with the Police, Other Agencies, Community Safety Team, Homeless Teams or Dog Warden as appropriate.
3	Management of Park Ranger Team.
a)	Line management of the staff, ensuring attendance, holiday, sickness and training is recorded, advising the Director of Environment of any developing concerns or issues.
b)	Allocation of duties and monitoring of workload, ensuring the team delivers a high-quality standard of service and performance that meets expected timeframes and planned schedules.
c)	Planning and setting annual hours work rota for the Park Rangers for approval by the Director of Environment. Monitoring and recording actual hours worked from completed weekly employee timesheets.
d)	Responsible for vehicles, plant, machinery, and hand tools for the delivery of the service, including maintenance, servicing, repairs and replacements. Checking that daily vehicle inspection sheets and equipment pre-inspection forms are completed and any failures are being reported by the team.
e)	Responsible to the procurement of goods and services from contractors and suppliers required for the service, ensuring they are delivered as ordered.
f)	Responsible for the Health and Safety of the operation and depot facilities ensuring staff have the required PPE, training and adhere to current legislation and guidance.
4	Financial Control and Budget Management
a)	Control expenditure for the service within agreed budgets, highlighting any variances to the Director of Environment.

b)	Responsible for raising Purchase Orders for all procured goods and services and ensuring invoices are processed timely in line with the Councils payment terms.			
c)	Preparing the Council’s revenue and capital budgets for service areas delivered by the Park Rangers and assisting the Director of Environment collate the information required for the 6 x 6 adjustment process of reprioritising dependant on service needs.			
5	Other Duties			
a)	To monitor all aspects of service delivery, reporting all defects/issues to the Director of Environment using agreed procedures as and when necessary.			
b)	Making suggestions and contributions to the improvement, development and planning of the service, including providing innovative ideas, solutions and initiatives, or working with other groups or agencies as required promoting effective service delivery and development, to enhance and raise the profile of the service			
c)	To contribute to the development of effective systems and procedures.			
d)	To ensure compliance with the Council’s policies towards Customer Care to improve customer and client satisfaction.			
e)	To undertake additional training as required for carrying out duties of the post, updates on industry changes and continuous personal development			
f)	Occasional attendance at meetings of the Town Council, Committees/Sub-Committees or Working Groups.			
g)	To participate in out of hours call out service in the event of extreme weather events, fallen trees, depot security, staff emergencies, or community events.			
h)	To carry out any other duties of a similar nature that may be required			
This Job Description was created by		Paul Almond	on	February 2025