

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

JOB DESCRIPTION

Job Title: Neighbourhood Ranger	Grade: 6	
Directorate: Operational Services	Service: Mobile Multi-Functional Team	
Post No: MMF 04/01	JE Ref:	Date of Issue: March 2023
Responsible to: Senior MMF Officer		

Main Purpose of Job:

1. To assist with engaging the local community in the improvement of the public realm.
2. To improve communications between service providers and the local community.

Main Tasks/Duties

1. To assist the Senior MMF Officer with projects that engage local residents with their environment and to carry out a range of tasks to resolve local issues with environmental quality.
2. To help directly with volunteer work groups and projects which will improve the local environment.
3. To assist where required at community events, which may be outside normal working hours.
4. To carry out or assist with presentations / educational talks to community groups.
5. To attend meetings of community groups, which may be outside normal working hours.
6. To work in partnership with other appropriate organisations, with regards to tackling issues of anti social behaviour and enviro-crime.
7. To assist with the Council's campaigns relating to environmental cleanliness and improvement and to provide progress reports on designated tasks and projects, including using and supporting social media.

8. To help with school gardening clubs and other associated projects within Newcastle-under-Lyme. To help promote a healthier lifestyle.
9. To encourage wherever possible the safe and proper use of public green spaces and other public realm.

Occasional Tasks/Duties/Responsibilities

1. To undertake, as required, functions outside the assigned responsibilities should the need arise.
2. To undertake work out of normal office hours and at weekends as necessary for the efficient execution of the duties of the post.

General

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
2. To be aware of and up to date with the legal and technical developments in relation to the Division's functions and specifically with the field of your specialist responsibility.
3. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
4. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job or works carried out by community volunteers, and report any risk concerns to your manager.
5. To be aware of and adhere to the Council's Equal Opportunities Policy.
6. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Disability Discrimination Act).

This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder, and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.

Disclosure of Criminal Convictions

Due to the nature of the duties associated with this post, it is considered to be covered by the Rehabilitation of Offenders Exemptions Order 1975 (as amended) and is a Regulated Position as defined by the Criminal Justice and Courts Services Act 2000.

If you are offered appointment to this post, you will be required to obtain a Standard Disclosure from the criminal Records Bureau. This will include details of cautions, reprimands or final warnings, as well as convictions.