

# JOB DESCRIPTION

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| **Post Title:** | Assistant Warden (student placement) | **Department / Service:**  | ERF/Open Spaces |
| **Hours:** | 37 | **Level:** | £104.80 per week |
| **Location:** | Mochdre / Great Orme | **Job Evaluation Number:**  | n/a |
| **Responsible to:** | Countryside Warden / Country Park Warden/ Access Warden | **Responsible For: (Staff)** | n/a |

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| **Job Purpose:** |
| To assist in the management and maintenance of nature reserves and walking trails managed by Open Spaces, and in their promotion to the public |

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| **Duties and Responsibilities - Job Specific** |
|  | To assist with programmes of work for the conservation management of semi-natural nature reserves, including Local Nature Reserves |
|  | To assist with maintenance programmes for managed nature reserves, including undertaking of site safety audits |
|  | To assist with survey and monitoring duties, and with the maintenance of related information systems |
|  | To undertake and assist with guided walks and other events for the public and educational groups |
|  | To assist in the development of promoted walking trails |
|  | To assist in the development and production of interpretation material relating to the management and promotion of nature reserves and walking trails |
|  | To implement with tact and discretion such byelaws as may apply to sites managed by the Service |
|  | To deputise for the Countryside/Country Park/Access Wardens as required |
|  | If necessary, to work any five days out of seven days on a rota basis, and/or to occasionally work outside of normal working hours |

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| **Duties and Responsibilities – Corporate**  |
|  | To be responsible for establishing good working relationships both internally and externally. |
|  | Compliance with the Authority’s Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered. |
|  | To participate actively in supporting the Authority’s principles and practices of equality of opportunity as laid down within the Equalities Policy. |
|  | To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole. |
|  | Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes. |
|  | As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service. |
|  | Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales. |

###### **Review Date/Right to Vary**

This job description is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

**Signed by:** …………………………………………. **Date:** ……………………………..

Employee’s Name and Signature

Approved by

**Head of Service:** ………………………………….. **Date:** ……………………………..

# PERSON SPECIFICATION

**Post: student warden**

**Date: November 2016**

**Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.**

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| **Factor** | **Requirements** | **How Identified** | **Essential** | **Desirable** |
| ***Knowledge & Skills*** | Further educational experience in a relevant environmental discipline | AF/V | E |  |
| A variety of countryside management experience | AF/I |  | D |
| A full EU driving licence | AF/V/I | E |  |
| Species identification skills | AF/I |  | D |
| Ability to work under own initiative | AF/R | E |  |
| Time management and prioritisation skills | AF/I/R | E |  |
| Working familiarity with Microsoft Windows, email and Internet | AF/I | E |  |
| The ability to communicate in English is essential. | AF/I | E |  |
| The ability to communicate in Welsh is desirable. | AF/I |  | D |
| ***Supervision & Management*** | Ability to manage and supervise volunteers working for the Service | AF/I | E |  |
| **Creativity & Innovation** | Ability to contribute to the development of new projects | AF/I |  | D |
| Ability to write interpretation for the public, through leaflets and newsletters | AF/I |  | D |
| Ability to interpret survey data | AF/I |  | D |
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| **Contacts &** **Relationships** | Ability to verbally communicate effectively in with other departments, the public, educational groups and volunteers | AF/I/R | E |  |
| Ability to effectively convey information to the public and educational groups through leading guided walks and other events | AF/I | E |  |
| Ability to be an ambassador for the Council | AF/I/R | E |  |
| Ability to work as part of a team | AF/I/R | E |  |
| Ability to utilise tact, discretion and diplomacy in confrontational situations, including law enforcement | AF/I/R | E |  |
| **Decisions / Recommendations** | Ability to make reasoned recommendations regarding improvements to site management and countryside access procedures | AF/I | E |  |
| Ability to prioritise personal time to most effectively meet service requirements | AF/I |  | D |
| Ability to make quick decisions in urgent situations (law enforcement, public safety | AF/I/R | E |  |
| **Resources** | Ability to undertake day-to-day management of vehicles, tools, mobile IT equipment and sales stock | AF/I | E |  |
| **Physical Demands** | Ability to travel at all times throughout the County Borough area and periodically further afield | AF/I | E |  |
| Ability to work outdoors in order to carry out practical tasks in all weathers under physically demanding conditions, in compliance with Lone Working arrangements and other Health and Safety requirements | AF/I | E |  |

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)