

## **JOB DESCRIPTION**

**Department:** Locality Services

**Location:** Botanic Gardens

**Division:** Green Sefton

**Post No:** 300653 x 2

**Section:** Community and Resources

**Post:** Avian and Small Animal Care Ranger - Facilities Development & Management

**Grade:** Grade C

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**Responsible to:** Facilities Development and Management Officer

**Responsible for:** There are no direct reports

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### **Job Purpose:**

To assist in the provision of a full Facility Development and Management service across Green Sefton, including greater community use and the physical management and maintenance of our assets, in particular the Botanic Gardens Aviary, Southport

To undertake the day to day maintenance of the Botanic Gardens Aviary, ensuring a high standard of animal welfare and presentation of the facility.

Work with partners to achieve service outcomes such as reduction in anti-social behaviour and encourage positive use of our assets.

To act as an ambassador for Green Sefton and Sefton Council.

### **To deliver the following outcomes which are part of Sefton's 2030 vision**

1. Understand and manage risk
2. Ready for the future
3. Together a stronger community
4. A borough for everyone
5. A clean, green borough
6. On the move
7. Open for business
8. Living, working and having fun
9. Visit, explore and enjoy

The post holder is required to assist in the delivery of Green Sefton's activities to support the delivery of Sefton's 2030 vision. You will be required to undertake various actions under each of these activities as and when required based on service need.

### **Main Duties and Responsibilities:**

1. Undertake the day to day feeding and cleaning associated with maintaining the welfare of the Botanic Gardens Aviary collection, including administering medication etc. to the agreed standard.
2. Undertake day to day maintenance of the Botanic Gardens Aviary infrastructure, ensuring security and welfare of the collection.
3. Liaise and communicate with community groups, volunteers, the public, colleagues, user groups and other partners to help develop, manage and promote a range of events and activities to support the Botanic Gardens Aviary.
4. Liaise and communicate with the public, community groups, volunteers, colleagues, user groups and other partners in a polite a courteous manner.
5. Assist in the engagement and co-ordination of the services of private contractors as and when required to undertake improvement and repairs works to Botanic Gardens Aviary.
6. Assist in the procurement process for the purchasing of goods and services, in line with the Council's corporate procurement procedures.
7. Assist in the delivery of safe working practices, risk assessments and Health & Safety procedures, having due regard to the safety of staff and the public. This will include statutory undertakings such as checks, inspections, and compliance with relevant legislation.
8. Assist in the maintenance of work records, and procedural documentation, producing reports on the facility.
9. Undertake compliance activity, advising members of the public of byelaws, rules and regulations relevant to the site / facility.
10. Take responsibility for the security of vehicles, machinery, equipment, tools and buildings associated with your duties and ensure correct use and day to day maintenance of same.
11. Personal responsibility to ensure you report to work wearing issued uniform and PPE at all times, appropriately dressed for the weather/working conditions.
12. Undertake training and development as agreed in your personal development review.

### **Team Service Description:**

Green Sefton provides our communities with a clean, green Borough (including parks and greenspaces, trees and woodlands, play and recreational facilities, and our coast and countryside, which include specially protected sites) to the benefit of residents, visitors, investors, and nature.

The Community and Resources team focuses on the interactions this service has with the public both as users of services and as volunteers. It encourages positive use, and discourages abuse by working with community groups, schools, partners, volunteers and the wider public. It manages trees and woodland across the borough, as well as sports and recreation facilities and their users, and the commercial elements of the overall service. It measures performance of the service via quality and benchmarking awards. It is also the central point for business support and administration.

Supported by the Development and Land Management Teams it identifies, develops and delivers strategies and plans which lead to improvements to Green Infrastructure to contribute to the service outcomes and vision above. It delivers continuous improvement to develop the most effective, efficient and customer focused service including development of commercial opportunities relating to the use of its assets.

### **To Deliver the following Outcomes:**

- Increase community involvement that supports our outcomes
- Increase the financial returns on our assets
- Support the management and development of our green infrastructure to deliver benefits for people, place and nature

### **Linkages:**

To deliver the outcomes for your role and your team, and to contribute to the delivery of Council outcomes, you will be expected to work with other teams within the Green Sefton Service, other corporate departments, outside agencies and partners and members of the public. Some of the critical relationships for your post include:

- Buildings Maintenance Officers
- Contractors
- Community groups
- Event organisers
- Natural Alternatives
- Volunteers
- Vet / Environmental Health

This does not represent an exhaustive list.

### **Qualifications and Experience:**

See Person Specification

### **Organisation Chart:**

See attached.

### **Special Conditions:**

Working weekends, evenings and Bank Holidays will be a requirement of this role. A flexi time and time in lieu system is in place to accommodate out of hours working.

## **General:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All members of staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.

Since confidential information may be involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

**Note:** Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

**Prepared By:** Rachel Northover  
**Designation:** Team Leader – Community & Resources  
**Date:** 27/11/20

## PERSON SPECIFICATION

**Post:** Aviary Assistant - Facilities Development and Management

**Post No.**

**Department:** Green Sefton

**Team:** Community & Resources

<b>Personal Attributes Required (considerations)</b>	<b>Essential (E) Or Desirable (D)</b>	<b>Method of Assessment (suggested)</b>
<b><u>QUALIFICATIONS/TRAINING</u></b>		
GCSE English & Maths grade 9 – 4 or equivalent	(E)	AF/C
Full clean driving Licence	(D)	AF/C
Animal Care Qualification (NVQ Level 1 and above)	(D)	AF/C
<b><u>EXPERIENCE</u></b>		
Experience of working with or caring for small animals / birds	(E)	AF/I
Previous involvement with facilities development or management would be beneficial including buildings maintenance	(D)	AF/I
Experience of customer care, working with volunteers and the public would also be useful	(D)	AF/I
<b><u>SKILLS/KNOWLEDGE/APTITUDES</u></b>		
Good understanding of Health and Safety legislation and other recommended standards as they apply to facility development and management	(D)	AF/I
Ability to think clearly and adopt a structured approach to problem solving	(D)	AF/I
Ability to present ideas in written and verbal form	(D)	AF/I
Computer literacy/keyboard skills to present reports and input data	(D)	AF/I
Ability to communicate orally to inform the public and other members of staff of any issues	(E)	AF/I
Ability to use tact when dealing with potentially difficult subjects	(E)	AF/I
Ability to work from instructions, but making minor decisions involving the use of initiative.	(E)	AF/I

Reporting progress or problems to a lead ranger, supervisor or manager. Able to work with minimal direct supervision	(E)	AF/I
Practical skills and knowledge across relevant areas of facility management e.g. animal care, repairs and maintenance.	(E)	AF/I
Basic Literacy and numeracy skills	(E)	AF/I
<b><u>SPECIAL REQUIREMENTS</u></b>		
The post holder may be expected to attend work outside of normal working hours	(E)	AF/I
The job will involve some exposure to disagreeable and unpleasant environmental working conditions.	(E)	AF/I

*Prepared by: Rachel Northover*

*Date: 27/11/20*

AF = Application Form

C = Certificate

I = Interview

T = Test

P = Presentation