



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Countryside Administrator
Job Reference	701153\701154
Service	Environmental Services
Team	Countryside Services
Location	Dinton Pastures Country Park
Reports to	Countryside Officer (Operations)
Responsible for	N/A
Grade	5
Contract Type	Permanent Part Time
Hours	701153 Permanent Full Time 37 hours per week 701154 Part Time 18.5 hours per week

Main Accountabilities	
1.	To Provide an efficient and effective administration for the Countryside Service
2.	To support the implementation of the Countryside Service Business plan and be part of a comprehensive ranger service with specific responsibilities to provide efficient and effective administrative support to the Countryside Service
3.	Day to day management for all council leaseholders associated with the Countryside Service to include collection of rents, fees, utilities, facilities and services
4.	Day to day management of seasonal staff and running of paddling pool
5.	Administration of Countryside Service fishing syndicate of 200 members, collection of subscriptions of £200,000. Maintenance of protected data
6.	Receive and respond to face to face and telephone enquiries from staff at all levels within the authority, members of the public, Councillors, the media, National and local government organisations, schools and businesses, and respond or relay messages as appropriate.
7.	Liaise with Berkshire Probation Service to ensure community service working hours are recorded correctly and time sheets are sent off weekly
8.	To assist Commercialisation team and other Council departments in the provision of service and income generation for the authority.





Person Specification	Essential	Desirable
Education/Qualifications	NVQ level 3 or equivalent experience	
Experience	Minimum 3 years' experience office Knowledge and experience of Microsoft Office applications Understanding of Procurement Regulations.	
Skills/Knowledge	Good communicator both verbal and written Highly competent and versatile approach to all relevant IT systems Ability to work to a variety of targets on own initiative/prioritisation of workload Good Numeric skills Good organisational skills Working knowledge of Data Protection Ability to work under pressure Good interpersonal skills Good customer care skills Ability to deal appropriately with difficult members of the public Confidentiality - dealing with protected information Confident working alone	
Behaviours/Attributes		

Purpose Details	
Service Purpose	To Effectively manage the council `s Country Parks, Natures Reserves, SANGS and PROW
Role Purpose	<p>Ability to deal appropriately with difficult customers and situations</p> <p>Initiate and maintain the Countryside Service databases in a confidential manner - all information in accordance with data protection act.</p> <p>Provide advice and support to Countryside Service Team on administrative, personnel, computer and word processing enquiries.</p> <p>Ensure service compliance with Health & Safety regulations</p> <p>Design and production of posters, leaflets and newsletters using Microsoft Office applications</p> <p>The be involved in benchmarking all assets to ensure best value for the Service and authority.</p> <p>Daily management of Countryside cleaning contracts.</p> <p>To assist Commercialisation team and other Council departments in the provision of service and income generation for the authority.</p> <p>To provide First Aid to staff and public</p>





	Fire Warden role
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Supervision and Relationships	
Supervision Received	Minimal supervision on daily duties but one to one supervision and direction offered for more specific roles or responsibilities
Supervision Given	As part of new staff inductions, supervision to be offered regarding office protocols, information recording, building management
Contacts	Staff at all levels to provide information or arrange the relevant contact officer • Financial Services • Grounds Maintenance Team • Insurance Section • IT Department • Countryside Service staff • Payroll • Personnel • Property • P.R. • Councillors N.B. The nature of the above contacts are varied examples include ensuring that income and expenditure is correctly administered and that queries are quickly resolved. Computer problems are identified and the appropriate person contacted, payroll issues are sorted out speedily and paperwork for new employees is completed. External • Parish Councils • Countryside Agency Information • Defra • Local and National Businesses - who are working in partnership with Countryside Service • Local Press • Landowners • Schools /Colleges - Liaise over booking systems • Varied organisations/individual/charity group Pricing structure • Leaseholders • Contractors • Suppliers • Members of the public • Probation Service To provide information, deal with complaints or pass to relevant officer • User / specialist groups • Supervision of cleaning contractors Dinton & California County Parks • Police • Emergency Services Information on all aspects of the service is imparted to the above, co-ordination of the emergency services is sometimes required.

Resources/Budget Management
Manage and control the receipt of all income received: • Auditing of Leaseholders income incl. Benchmarking, Car Parking, Fishing, Grants, Equipment Hire and Education Packages to a maximum of £20,000 weekly. Processing purchase orders and invoices including sales invoices to customers/leaseholders

Special Requirements
To work 2.5 days per week, flexibly, not including weekends or evenings Good knowledge of Microsoft Office applications.

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N





Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	N
Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Disabled Adults	N
Work Environment Details	Office based work at Dinton Pastures Country Park with some home working acceptable

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N





WOKINGHAM
BOROUGH COUNCIL

None of the Above

Y

Disclosure and Barring Service (DBS)

Details

DBS Requirement

Yes (standard)

Eligibility Tool

Find out which DBS check is right for your employee - GOV.UK
([Find out which DBS check is right for your employee - GOV.UK](#))

Re-checks

N/A

Evaluation Declaration

Date of Evaluation:

July 2025

Evaluated by:

HR JE Panel

