



POST TITLE	Park Ranger	POST NO:	PK
SERVICE UNIT	Green Spaces & Amenities	GRADE:	7
JOB EVALUATION	A270	JOB FAMILY	
RESPONSIBLE TO:	Senior Ranger/Duty Ranger		
RESPONSIBLE FOR:	None		
LOCATION	Ranger Base, Thompson Park & various green space locations	STATUS	Staff

Job Purpose

To carry out a wide range of park ranger duties associated with green space management including; facility patrols, community liaison, security and enforcement duties, environmental education and promotion of green spaces.

Main Duties and Responsibilities:

1. Supervise parks and green spaces by patrolling to ensure that users are able to enjoy parks in peace and make the most of the facilities available.
2. Provide help and assistance to members of the public.
3. Ensure that Public Space Protection Orders (PSPO's) and other regulations, passed by the Council for the management of the above areas, are observed and where required enforced. This includes the issue of fixed penalty notices for littering, dog fouling/control and car parking offences.
4. Deal effectively with problems of anti-social behaviour in parks and green spaces and liaise with the Police and other agencies as necessary.
5. Assist with the organisation and supervision of events in parks, sporting activities and the supervision and control of traffic and car parking arrangements.
6. Undertake recorded site safety inspections and take action to make any hazards identified safe and notify the relevant officer.
7. Submit individual daily patrol reports together with incident and accident reports as necessary.
8. Undertake environmental education and practical activities with schools and groups.
9. Provide support to the establishment and operation of park friends' groups and other groups that use parks & green spaces.

10. The locking and unlocking of all gates, facilities and buildings across green space sites as required.
11. Patrol parks on foot and by bicycle, engaging with the public, dealing with issues that arise and observing and recording any issues that require attention.
12. To be responsible for the health and welfare of employees and the public including:
 - Taking appropriate action to ensure the safety of members of the public using parks and open spaces, including contacting the emergency services as necessary.
 - Providing first aid assistance to members of the public as appropriate
 - Ensuring that you are familiar with the risk assessments for each task and that you follow the safe system of work for each operation.
 - Ensuring that any activities undertaken with members of the public are covered by a risk assessment.
 - Ensuring that equipment is operated in a safe manner for the purposes for which it is designed and in accordance with the relevant Safe System of Work.
 - Ensuring that materials and equipment is safely handled and stored on site, vehicles and in depots.
13. Any duties of an emergency or security nature as requested by management.
14. Deal with the public in a polite, courteous manner and wear the uniform and PPE provided and appear tidy and presentable at all times.
15. To undertake such other duties and responsibilities as are commensurate with the salary grading of the post.
16. To work actively to promote community cohesion and equality of opportunity.
17. To attend training identified as necessary to undertake current and future job requirements.

Health and Safety

Employees are required to work with their employer to ensure a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

Disclosure & Barring Service

Appointment to this post is subject to the receipt of a satisfactory Enhanced Disclosure from the Disclosure & Barring Service.

FOOTNOTE

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

Equality Act 2010

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

Prepared by: Kieron Roberts

Date: March 2026

Postholder: Parks Development Manager

Date of issue: March 2026



POST: Park Ranger	GRADE: 7
DIRECTORATE: Operations	POST NO: PK

Selection Criteria	Essential/ Desirable E/D	Method of Assessment Application/Interview/Test Presentation/Production of Certificates A/I/T/P/C
QUALIFICATIONS		
1. An appropriate certificate or diploma qualification in countryside management/ecology/horticulture or related discipline	D	A/C
2. Full clean driving licence	E	A/C
3. Current first aid certificate	D	A/C
EXPERIENCE		
4. Experience of organising and supervising group activities e.g. volunteers, scout groups	E	A/I
5. Experience of enforcement duties	E	A/I
6. Experience in dealing with members of the public	E	A/I
7. Experience of administering first aid procedure	D	A/I
SKILLS AND COMPETENCIES		
8. Ability to deal with members of the public in a positive and friendly but firm manner	E	A/I
9. Physically fit, able to walk/cycle significant distances and undertake manual tasks in all weather conditions	E	A/T
10. Ability and willingness to use an electric assist bicycle to undertake patrol duties	E	A/I/T
11. Ability to undertake inspections and record information	E	A/I/T
12. The ability to deal with challenging situations including dealing with conflict and aggression	E	A/I
13. The ability to communicate effectively both verbally and in writing; to keep	E	A/I/T

Selection Criteria	Essential/ Desirable E/D	Method of Assessment Application/Interview/Test Presentation/Production of Certificates A/I/T/P/C
accurate records, report incidents, etc.		
14. Ability to be a supportive and reliable member of a small team by displaying good interpersonal skills.	E	A/I
15. Able to work with limited supervision and to use your own initiative to deal with issues that arise.	E	A/I
16. The ability to produce information, guidance and advice to the public e.g. notices, leaflets, signs, etc. and liaise with internal agencies over publicity.	E	A/I
17. The ability to plan and undertake environmental activities and group activities with young people and community groups.	E	A/I
18. Ability to work annualised hours that vary during the year, extending until 9.00pm and including weekends as part of the normal rota.	E	A/I
19. Knowledge and experience of parks or green space management	D	A/I
The Burnley Way		
<p>Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs. Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives. Further details are contained in the Behaviour Framework</p>		

March 2026