



## Job Description

<b>Job Title</b>	<b>Forest Keeper</b>
<b>Department</b>	Environment, Epping Forest
<b>Grade</b>	C
<b>Location</b>	Epping Forest
<b>Responsible to</b>	Countryside Manager
<b>Works closely with</b>	Assistant Forest Keepers, Volunteers, and other Operations Team colleagues.

### Purpose of Post

Provide a visible and professional service, representing the City of London Corporation, (CoL) to ensure Epping Forest is a welcoming, accessible, safe, and protected site.

To establish strong working relationships with a variety of stakeholders and user groups, along with colleagues across departments to ensure that any arising issues or emergencies are communicated and resolved swiftly.

To carry out basic countryside/land management tasks to help manage the landscape and care for the Forest flora and fauna, in line with recognised designations and internal policies.

Sworn in as an Epping Forest Constable, you will ensure public adherence to the Epping Forest byelaws and liaise with police and local law enforcement where required to maintain the safety of colleagues and Forest visitors.

### Main Duties & Responsibilities

1. Undertake pro-active patrols across the Forest and Bufferlands, on foot and by vehicle, undertaking duties including, but not limited to, engaging with visitors, remedying or reporting defects, checking boundaries and signage, auditing assets or furniture (where appropriate carry out repairs), waste clearance and graffiti removal. Unlocking or locking car parks as per shift requirement.
2. To provide appropriate Forest Keeper response to all enquiries and requests for information and assistance. To pass on such information to the relevant section and feedback to reporting stakeholders through our CRM system, ensuring robust information management, and monitoring own caseload.



3. Establish and maintain good networks with relevant stakeholders, local user groups and all Forest users and contribute to the awareness of the Forest by regular engagement with the public and through attendance at events.
4. To foster a safe and secure Forest environment working in partnership with other external bodies including being sworn in as a Constable for the purposes of byelaw enforcement, presenting cases to local Magistrates Courts.
5. To respond appropriately and swiftly to incidents on Forest land, gathering and recording information and submitting to the investigations team for possible prosecution. Assist with the removal of illegal camps, engaging with rough sleepers and vulnerable adults in accordance with local authority support systems and police colleagues.
6. To support colleagues and emergency services with incident response, including but not limited to storm damage, fires, and accidents on the Forest, enabling access for and co-ordinating with emergency services.
7. To oversee and control such activities in line with formal licences issued by CoL, to check licenses are appropriate to activities being undertaken, and cease any licensable activities which are not permitted.
8. Design, lead and manage occasional volunteer tasks across the Forest providing a quality experience for participants and any relevant stakeholders.
9. Book and maintain hand-held manual and power tools, machinery, equipment (used during regular day-to-day tasks) and vehicles in accordance with CoL and health and safety procedures and to undertake appropriate training for hand-held tools machinery and specialist vehicles as required.
10. To assist with land, asset, and conservation monitoring supplying collected data for colleagues and/or other statutory bodies.
11. To assist with the livestock grazing on Forest land liaising with Conservation Team colleagues to aid animal welfare and protection of the herd.
12. To use a PC, mobile telephone and other mobile systems as appropriate packages including Outlook, Teams and Civi CRM, with Microsoft Office and other bespoke packages, and software. Attend training and develop skills necessary. Carry, operate, maintain and be responsible for mobile communications equipment in accordance with site and CoL procedures.

13. Keep accurate work planning and completion data and other records or files relevant to CoL practices and site requirements. Undertake appropriate administrative tasks as allocated by Head of Operations.
14. Ensure that all tasks are undertaken in accordance with Corporation of London (Open Spaces) Acts 1878 and 2018 and the Health and Safety at work act 1974 and other relevant legislation, codes of practice and guidance. Prepare, adhere to, and review general risk assessments and safe systems of work relevant to tasks. To have regard to your own health and safety and that of other employees of the department, volunteers and contractors as appropriate, including conducting dynamic risk assessments as required.
15. To conduct any reasonable task which, in the opinion of the Superintendent or member of the Senior Management Team, is appropriate to the role of Forest Keeper. This may involve out of hours working in accordance with the City of London's Policies.
16. As a member of a team work on a rota basis to include weekends, holidays, and early and late shifts.
17. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
18. To be committed to continuous professional development and excellent customer service undertaking vocational and structured training and/or project work as identified by management and as part of the annual performance and development reviews.



## Person Specification

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<b>Department</b>	Environment, Epping Forest
<b>Grade</b>	C
<b>Trent Position number</b>	
<b>DBS Criterion</b>	Standard DBS
<b>Security Vetting Criterion</b>	No security vetting is required
<b>Politically Restricted Post Criterion</b>	This post is <i>not</i> politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

### Professional Qualifications / Relevant Education & Training

- GCSE Grade 4 or above (C or above) in English and Maths (A,I)
- First Aid certified (or willing to obtain)
- Full UK driving license
- Training for equipment use will be provided

### Experience Required

- Experience of working on open spaces/heritage sites/conservation areas as a warden/ranger or related field of work
- Knowledge and experience of working with visitors and customers, volunteers, contractors, and user groups and being an advocate for best practice in a recreational and conservation setting
- Experience in operating grounds maintenance equipment
- Experience of working safely, sustainably and efficiently in a team carrying out practical works

### Technical Skills

- Good problem-solving skills and ability to deal with incidents in a calm and diplomatic manner
- Self-motivated and solution focussed approach to issues.
- Dealing with public, ability to de-escalate any confrontational situations.

- Ability to plan own work, carry out routine day to day tasks and prioritise and work within a small team and wider colleagues.
- Demonstrable ability to establish and maintain good working relationships.
- Strong interpersonal skills and customer facing skills with the ability to work well with a wide range of people including government bodies, local authorities, residents, businesses, community groups and contractors using diplomacy to inform, influence and engage positively.
- Excellent written and communication skills to write reports, complete databases and other relevant communications including photographs and evidence for prosecutions; ability to gather and interpret data
- IT and computer literate and able to use a range of Microsoft Office and bespoke applications.
- Ability to work in all-weather climates.
- Ability to carry out activities of a strenuous nature such as lifting and carrying and moving heavy objects in all weather conditions.
- Broad knowledge of SSSI (site of special scientific interest) and SAC (special area of conservation) legislation

### **Other Relevant Information**

- Experience of managing health and safety in an open environment in all weather conditions
- Required to work a mixture of social and unsocial hours including 1 weekend in 2, bank holidays as per roster, early and late shifts.
- 35 hour a week average post (currently 30 hrs per week in winter and 40hrs per week in summer but subject to review).
- Working hours vary as per roster (maximum summer is 0700 – 2130, shifts covering 9hrs, with 1 hr unpaid lunch break but subject to review)
- Occasional lone working

### **Recruitment – Note to Applicants**

***The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.***

***Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***



# Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

## **Contract**

The position is offered on a permanent basis.

## **Salary**

The salary range for this job is £35,663 - £39,805 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

## **Pension**

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

**The current employer contribution rate for the City of London is 21%.**

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

## **Hours of Work**

Normal hours of work are 35 hours a week average, including 1 weekend in 2 (currently 30 hrs per week in winter and 40hrs per week in summer but subject to review). Working hours vary as per roster (maximum summer is 0700 – 2130, shifts covering 9hrs, with 1 hr unpaid lunch break but subject to review) but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

## **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

## **Annual Leave**

There is an entitlement of 231 hours annual holiday inclusive of Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

## **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

## **Probationary Period**

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

## **Notice Period**

1 month by either party after satisfactory completion of probationary period.

## **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

## **City Benefits**

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

## **Employee Volunteering Programme**

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

## **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.