

JOB DESCRIPTION



DIRECTORATE	Place and Climate Change
SERVICE	Neighbourhood Services
POST NUMBER	TBC
POST TITLE	Deputy Coastal Operations Officer
POST GRADE	Local Salary Scale S5
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
RESPONSIBLE TO	Coastal Operations Officer
RESPONSIBLE FOR	Beach Patrol staff Car Park Attendants
LOCATION	Primarily based at the Camber Coast Control Office, the post holder will be expected to work at the Bexhill Coast Control Office and elsewhere on the foreshore as required
JOB PURPOSE	To support the Coastal Operations Officers with the safe management of the Council's beach operations

MAIN AREAS OF WORK	
1	Beach management including regular patrols of the beach to seek to ensure the safety of the beach users and the public. Monitor hazards and take all appropriate actions
2	Maintain surveillance of the dune area and land under the Council's control to identify any unauthorised entry or activity. Liaise with the police and other agencies as required
3	Advise, warn and inform beach users regarding unsafe activities and/or any hazardous conditions or objects
4	Risk assessment including pre-season review and routine record management. Setting up and maintenance/repair/replacement of signs, safety equipment, notices and information boards. Keeps appropriate items in store when not in use
5	Enforcement of local byelaws, orders and licences as required
6	Operate safeguards for vulnerable people, including missing children
7	Administration of assistance in an incident and First Aid as required
8	Maintenance and repair of coastal equipment
9	When required and as part of flexible working – to work within other Services and Directorates in support of the Council's overall objectives and projects
10	Co-operate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual
11	To undertake any other duties for which the post holder is competent and which the Head of Service considers necessary for the effective and efficient delivery of the Service

PERSON SPECIFICATION



POST TITLE	Deputy Coastal Officer	
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SERVICE	Neighbourhood Services	
POST GRADE	Local Salary Scale S5	
	Essential	Desirable
Qualifications		
Good levels of numeracy and literacy	X	
Relevant Health & Safety qualification		X
Experience		
Working with high volumes of visitors, crowd control and challenging behaviour	X	
Working with emergency services		X
Risk assessment and record keeping	X	
Managing work schedules	X	
Managing cash income, equipment hire and simple licensing agreements		X
Minimum 1 year's supervisory experience		X
Developing and implementing operational procedures		X
Skills and Abilities		
Operational planning	X	
Communicate clearly and effectively including the use of digital equipment (radio). Good writing skills	X	
Good leadership skills with the ability to train and motivate staff	X	
Good negotiation skills	X	
Strong ability to work under pressure and deal with unforeseen, urgent and competing demands	X	
Ability to undertake maintenance and minor repair tasks	X	
Ascertain and forecast local sea and weather conditions		X
Training		
Driving licence	X	
Dealing with people with challenging behaviour	X	
First Aid	X	
Boat handling	X	
Knowledge		
The coastal environment, foreshores and management of public beaches	X	
Contract monitoring		X
Byelaws		X

April 2020