

JOB DESCRIPTION



DIRECTORATE	Place and Climate Change
SERVICE	Neighbourhood Services
POST NUMBER	100195
POST TITLE	Coastal Operations Officer
POST GRADE	Local Salary S6
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
RESPONSIBLE TO	Coastal Operations Team Leader
RESPONSIBLE FOR	Seasonal Beach Patrol, Seasonal Car Park / Enforcement Attendants
LOCATION	The post holder will be required to work out of the Camber Sands & Bexhill coastal control offices. This post will require weekend & bank holiday working on a rota basis and additional contracted hours from Easter – October.
JOB PURPOSE	<ul style="list-style-type: none"> • To proactively prepare for and manage day-to-day coastal operations. • To reactively respond to and support external agencies with coastal incidents and emergencies. • To provide an excellent customer experience for visitors. • To routinely monitor and maintain coastal assets. • To support the district's coastal protection.

MAIN AREAS OF WORK	
1	Ensure the smooth operation of the district's beaches, coastal car parks and other associated areas in line with standard operating procedures, health & safety procedures & risk assessments.
2	Manage day-to-day coastal operations, including deployment of staff & resources, providing education and sea safety awareness, reuniting missing and found children, enforcing local Byelaws & beach rules & administering first aid.
3	Manage day-to-day car park operations, including deployment of staff & resources, efficient stacking of cars, enforcement & diverting of traffic when car parks reach capacity.
4	Respond to beach and water emergency operations alongside external partner agencies.

5	Proactively review standard operating procedures, risk assessments and emergency plans to improve safety and efficiency.
6	Routinely inspect, record, plan and oversee maintenance of coastal assets to agreed standards under the direction of the Coastal Operations Team Leader.
7	Represent Rother District Council in local and regional coastal groups.
8	Oversee regular and accurate recording and reporting of coastal data & incidents for the purpose of analysis and effective risk management.
9	Respond to environmental incidents and implementing relevant plans alongside external agencies.
10	Provide support with the Council's coastal protection and land management in conjunction with East Sussex County Council & the Environment Agency, including the maintenance of Council owned sea defences, SSSI at Camber, coastal protection assets at Fairlight and beach grading works in Bexhill.
11	Proactively support Operation Radcott – a joint working arrangement with emergency services and external agencies aimed at safely managing the high number of visitors to Camber Sands each year.
12	Support Council Officers with the monitoring of the Council's contracts for coastal waste collections, beach and coastal street cleansing, coastal grounds maintenance, and coastal public conveniences.
13	Identify cost savings and ensure best use of resources.
14	When required and as part of flexible working – work within other Services and Directorates in support of the Council's overall objectives and projects.
15	Cooperate 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.
16	Undertake any other duties for which the post holder is competent and which the Service Manager considers necessary for the effective and efficient delivery of the Service.

PERSON SPECIFICATION



POST TITLE	Coastal Operations Officer	
DIRECTORATE	Place and Climate Change	
SERVICE	Neighbourhood Services	
POST GRADE	Local Salary S6	
	Essential	Desirable
Experience		
At least three years of supervisory experience	X	
Proven ability to manage high volumes of public visitors effectively	X	
Experience in handling challenging situations, including dealing with aggressive individuals, dispute resolution and crowd control	X	
Competence in creating and managing work schedules	X	
Proficiency in staff management, including monitoring of performance	X	
Demonstrated ability to develop and implement operational procedures	X	
Familiarity with coastal protection and preservation, particularly managing sites of special scientific interest (SSSIs)		X
Experience in managing income streams and overseeing simple licensing agreements		X
Skills, Abilities & Attributes		
Exceptional organisational skills with a meticulous approach to planning	X	
Good IT skills, with proficiency in using MS Excel	X	
Strong verbal communication skills for face-to-face interactions and effective use of electronic communication devices (e.g. radios)	X	
Professional and courteous	X	
Strong leadership skills, including the ability to train and motivate team members	X	
Effective negotiation skills	X	
Ability to work well under pressure and deal with unforeseen and urgent demands	X	
Capable of independently managing workload and utilising time effectively	X	
Flexibility to work irregular hours, including weekends and public holidays as needed and on a rota basis	X	
Training & Qualifications		
Good level of numeracy and literacy	X	
Full UK driving license	X	
First aid		X
Health & Safety		X
Boat handling		X

MCA Beachmaster qualification		X
Radio communications		X
Knowledge		
Local coastal environments, foreshore management and public beach operations	X	
Beach and water safety	X	
Contract monitoring		X
Local Byelaws		X

DECEMBER 2024