

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

JOB TITLE: Seasonal Beach Lifeguard
REPORTS TO: Seafront Manager/Seafront Officers/Co-ordinators
DEPARTMENT: Environment - Tourism & Leisure
SECTION: Seafront Services

PURPOSE OF JOB

To provide a clear and visible presence on Brighton and Hove Beaches. To ensure the safe and enjoyable usage of the seafront by all users. This will involve monitoring, advising and enforcement of the bylaws and on occasion providing first aid and rescue services.

PRINCIPAL ACCOUNTABILITIES

1. To monitor the beach environment, taking note of the changing conditions and reporting dangerous items to the seafront office.
2. To offer advise to the public in order to ensure their safety on the beach.
3. To give emergency assistance to members of the public by providing, minor / major first aid and water rescues. This may include advising and liaising with the appropriate statutory authorities such as HM coastguard, police, ambulance or fire brigade.
4. To maintain a point of contact with the seafront office by radio and advise and assist in the operation of the seafront office and to take direction from the supervising the officer.
5. To keep accurate up to date records of daily tidal movements, weather, safety advice and bye-law enforcement. Record any emergency incidents that are dealt with (these can be of a detailed nature).
6. To undertake training as directed by the seafront manager in order to ensure skills and fitness levels are maintained and kept to the required standard.
7. To enforce bylaws relating to the beach and foreshore.
8. To assist with the setting up, operating and breaking down of outdoor events.
9. To adhere to the safety policy of the Brighton and Hove and the department health and safety policy particularly to agreed codes of practice.
10. The post holder must be prepared to implement the councils Equalities policy at a level appropriate to the Job and must at all times carry out his/her duties with due regard to the councils Equalities policy.

11. To be responsible for the implementation of and adhere to the provisions of legislation relating to the Health and safety of such employees and areas of the workplace as fall under the direct control of the post holder and for the complying with legislation relating to works and contracts as are within the direct responsibility of the post holder.
12. To undertake such duties appropriate to the grade and character of the work as may be reasonably required.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

JOB TITLE: Seasonal Beach Lifeguard
GRADE: Scale 3
DEPARTMENT: Environment, Tourism and Leisure
SECTION: Seafront Services

ESSENTIAL CRITERIA

**Job Related
Education and
Qualifications and
Knowledge**

- Able to pass swim test.
- Hold/or be willing to obtain a SLSA Surf lifesaving Great Britain Beach lifeguard.
- Knowledge of the sea and foreshore.
- Knowledge of providing first aid to the public.
- Commitment to acquiring awareness and knowledge of Health and Safety policy and practice.

Experience

- Previous experience of working in an outdoor environment.
- Working within a team.
- To be able to use your initiative in a stressful situation.
- Antisocial hours / weekends and Bank holidays.
- Experience of enforcing regulations.

Skills/Abilities

- Ability to remain focussed whilst lone working.
- Ability to maintain accurate written records.
- To be able to follow instructions from your supervisor.
- To keep motivated in a difficult environment.
- The ability to deliver consistent, excellent customer service at all times.

**Equalities and
diversity**

- To be able to demonstrate a commitment to the principles of Equalities and diversity to be able to carry out duties in accordance with the Council's Equalities Policy.

SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

Introduction

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Criminal Records Bureau (CRB) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Standard and Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

Handling of Disclosure Information

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the CRB is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the CRB is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the CRB Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the CRB Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

Further Information

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the CRB and the Disclosure process including the CRB Code of Practice can be obtained by visiting the web site: www.disclosure.gov.uk or by calling 0870 90 90 811.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 291638.