## Job description

### Structure information

Job title: Seasonal Seafront Co-ordinator

Reports to job title: Seafront Operations & Contract Manager

Directorate: City Operations

Division: Culture & Environment

Section: Sport and Leisure

Job identification number (JIN): 1677

### Job purpose

Patrol and enforce regulations, bylaws and council policies to ensure Brighton and Hove seafront is a safe clean and controlled environment. To monitor and record daily events and provide help, advice and assistance as required to visitors, residents and traders.

Support the Seafront Officers with the monitoring of compliance for contractors, seafront traders, events co-ordinators and escalate any non-compliance

### Principal accountabilities

1. Monitor seafront facilities and maintain written records kept at the Seafront Office.
2. Maintain a point of contact with the seafront office by radio to advise and assist in the operation of the Seafront Office.
3. Provide first aid to seafront users where required.
4. Be familiar with the statutes, bylaws and council policies relating to the Seafront and the enforcement of the same. Escalate any non-compliance to your line manager.
5. Assist in the setting up, breaking down of outdoor events and the Volleyball court.
6. Assist the Seafront Officers in the efficient and effective operation of the seafront. Provide help and assistance to all seafront users and public services.
7. Establish and maintain good lines of communication with arch tenants, the fishing community, emergency services and other public bodies.
8. Undertake seafront patrols both lone working and with Seafront Officers.

### Health and safety accountabilities

To co-operate in the implementation of the council Health and Safety policy and supporting standards, in particular, as set out in section 1 of the Health and Safety Policy and Management Standard.

### Diversity and inclusion accountabilities

Understand the council’s diversity and inclusion aims and strategies.

Take an active role in ensuring that equality, diversity, and inclusive outcomes are embedded in your work activities, communications and interactions with staff and customers.

Challenge or report incidents where inclusion and equality in practice has not been followed, including reporting discrimination, harassment and bullying to your manager or other senior colleague in your service.

### Note regarding duties

The list of duties in the job description are not 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. The council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. Proposed changes would be subject to consultation.

## Person specification

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Directorate: City Operations

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Section: Sport and Leisure

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### Essential criteria

#### Job-related education, qualifications, and knowledge

* Hold a full manual driving licence and have recent driving experience.
* Knowledge of giving first aid to the public.
* Some understanding of the statutes, bylaws and council policies relating to the Seafront

#### Experience

* Experience working within a team and with the public
* Experience dealing with difficult/challenging situations
* Experience of maintaining accurate written records.

#### Skills and abilities

* Ability to supervise/monitor the working arrangements for others
* Able to adapt, be aware and remain calm in a very busy, changing environment
* Maintain a professional and consistent approach when dealing with traders and members of the public.
* Ability to deliver consistent, excellent customer service at all times.

#### Health and safety knowledge

* Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in their area of work.
* Ability to co-operate and adhere to Health and Safety Policy, practices, and instructions.

#### Diversity and inclusion

* Demonstrate a genuine commitment to the council’s values in relation to embracing diversity and provide a service based on fairness and inclusion.

#### Other requirements

* Stamina to work in sometimes difficult environments and physically fit to patrol by foot, quad bike or truck