



ADUR & WORTHING
COUNCILS
Environmental Services

Job Description

Authority	Adur District Council / Worthing Borough Council
Directorate/Division	Communities / Environmental Services
Section	Parks and Foreshore
Post Title	Foreshore Inspector
Post Number	TBC
Accountable To	Senior Foreshore Inspector
Management Responsibility For	Seasonal Safety Boat Operators
Authority to Liaise With	Internal <ul style="list-style-type: none">• Other officers of the Councils• Members of the Councils• Concessionaires External <ul style="list-style-type: none">• Members of the public• Fishermen• Emergency Services• Lancing Parish Council• Royal National Lifeboat Institute (RNLI)• Maritime and Coastguard Agency (MCA)• Royal Yachting Association (RYA)
Meetings Attended On A Regular Basis	<ul style="list-style-type: none">• Team Meetings (contributor)• Event Meetings (Deputising for Senior Foreshore Inspector)

Principle Purpose of Job (role summary)

Assist in the running, promotion and day to day operating of a busy Beach Office, Visitor Information Point and Foreshore Service including land and sea patrols to provide a safe environment for the general public to enjoy the beach, promenade and inshore waters in Worthing and Lancing.

Main Responsibilities, Duties, and Duties of Postholder

- 1 Ensuring the safety of public both on land and sea by ensuring that seasonal staff are trained to a high standard to enable them to carry out their duties by preparing and delivering courses within the scope of practice.
- 2 Assist in the annual recruitment, training and day to day supervision of seasonal full time foreshore operatives.

- 3 Ensure staff carry out their duties in a professional, safe and appropriate manner. Coordinate and attend 999 rescue calls and lost persons reports to ensure an adequate response, ensuring that all available resources are utilised to best effect.
- 4 Communicate and liaise with other emergency agencies eg coastguard, police, fire, ambulance and homeless teams.
- 5 Contribute to the writing and updating of risk assessments to reflect tasks and procedures within Worthing Beach Office and foreshore to ensure compliance with health and safety regulations.
- 6 Plan, prepare and deliver water safety presentations to children, adults and various educational groups, ensuring they are aware of dangers that may, or may not, be apparent to them.
- 7 Day to day liaison with council tenants, concessionaires, private beach hut owners in relation to damage and maintenance of property. Collating incident logs and raising works requests via the appropriate departments.
- 8 Assist in monitoring of weather that may impact the day to day running of Worthing Pier and ensuring the closure/opening of the pier in severe weather. To include advising via radio to other agencies that need to be made aware, taking into account events on the pier and promenade. Also includes understanding Met Office forecast terminology and using this to best effect to plan the day.
- 9 Responding to out of hour call outs when required due to emergencies, severe weather and alarm activations.
- 10 Help educate, advise and enforce local byelaws and PSPO's including complaints received on incidences of anti-social behaviour, both on land and sea and liaising with various agency teams to ensure compliance and elimination of such behaviour.
- 11 Day to day supervision and management of safety boats and ATV's when acting as event safety cover to ensure the event has appropriate cover to deal with any emergencies/incidents.
- 12 Liaison on a daily basis with event organisers when events infringe on the day to day running of the Beach Office service.
- 13 Plan, prepare and deliver courses to staff and external delegates within the RYA Training Centre in RYA Powerboat Levels 1 & 2, RYA Personal Watercraft, RYA VHF Short Range Certificate, RYA First Aid at Sea and Automated External Defibrillator / CPR. Ensuring all course paperwork is complete and request and certify certification, if qualified to do so.
- 14 Carry out inspections, in relation to the Amusement Device Inspection Procedural Scheme (ADIPS) of Fun Fairs and events to ensure the event is safe to operate on council grounds.

- 15 Respond to and manage medical emergencies delivering appropriate first aid in an effective, safe and prompt manner and ensuring all accidents and incidents are recorded using the council's reporting system.
- 16 Carry out land and sea patrols, including daily and scheduled checks using safety boats, All Terrain Vehicles (ATV), Personal Watercraft and Tractor throughout the year. Carry out all daily publicly accessed safety/lifesaving equipment is kept to a high standard and is serviceable on a day to day basis.
- 17 Carry out regular inspections and maintain position of boundary markers and swim zones and assist in the correct location / deployment area as marked on charted areas and supervise new staff whilst doing so.
- 18 Manage findings on patrols and liaise with appropriate authorities regarding contamination, deceased, animals etc and ensuring the immediate area is safe.
- 19 Management of the scene of ordnance/suspected ordnance if washed up or exposed and ensuring an appropriate cordon is placed until other agencies arrive and take charge.
- 20 Supervise the deployment two safety boats, crew and PWC in inshore waters and advise water users in water safety and behaviour as required during the operating season.
- 21 Advise, educate and enforce coastal and foreshore related byelaws and enforce Public Space Protection Orders (PSPOs) – Dog control with members of the public on a day to day basis.
- 22 Carry out day to day routine office administration tasks including dealing with visitors to the beach office, access onto the promenade areas, responding to telephone calls, incoming post and record keeping.
- 23 Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
- 24 Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
- 25 Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.
- 26 Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.