

JOB DESCRIPTION – BEACHES AND BATHING FACILITIES SUPERVISOR

JOB DESCRIPTION

1. Job Title

Beaches and bathing facilities supervisor.

2. Purpose

To manage the day to day running and operation of Gibraltar's beaches and bathing facilities. Supervise and manage the temporary staff (lifeguards and beach attendants) operation and report/work to the Beaches Operations Manager as follows:

3. Responsibilities

Supervisors are responsible to the Beaches Operations Manager (Upper Rock & Beaches section of the Department of the Environment, Sustainability, Heritage and Climate Change) for:

- Delivering quality customer service to beach users in a timely and efficient manner.
- Monitoring the operational efficiency of lifeguards (both beach and pool) and beach attendants, temporary staff.
- Monitor and control temporary staff leave, sick leave, absenteeism and timekeeping.
- Ensure all procedures are followed by temporary staff including Normal Operating Procedures and Emergency Action Plans applicable to each site.
- Effectively organise and control the rotation of temporary staff at each site.
- Ensure temporary staff report for work well presented, with clean uniforms and in possession of issued equip.
- Prepare and assist in the delivery of any regulatory and specific training to lifeguards and attendants.
- Assist Lifeguards determining the sea state and deciding flag colour to be raised if necessary.
- Ensure the "Seashore Rules" and "Seaside Pleasure Boat Rules", and other regulations applicable within the area of operation, are adhered to at all times by all beach users.

- Ensure all sites are equipped with the necessary equipment. Ensure staff are trained and equipment used correctly, including rescue boats.
- Ensure that all pertinent forms and documentation required are duly completed by all temporary staff.
- Be prepared to mentor and where necessary, assist temporary staff who may encounter difficulties with any aspect of their working practices.
- Attending compulsory training and refresher training as directed by management.
- Report all occurrences which may adversely affect the standing on the Department of the Environment, breaches of policies, accidents and near misses involving lifeguards or beach attendants.
- In conjunction with management, assist in the conduct of audits, risk assessments and assist in reviewing working procedures to ensure best practice.
- Action the Emergency Action Plan or initiate specific Emergency Procedures in the event of an accident or a major incident.

Under the terms of the Health and Safety at Work Act 1974, supervisors are responsible for taking reasonable care for the health and safety so as not to endanger themselves and others that may be affected by their acts or omissions. Supervisors are to ensure that any work carried out within their area of responsibility, so far as is reasonably practicable does not expose any persons to risk to their health, safety or welfare. Any persons include colleagues, contractors, visitors, customers, trespassers and any other members of the general public.

4. Other duties

As directed by Management.

5. Conform to the following Regulations

- Management of Health and Safety at Work Regulations 1999
- Seashore and Seaside Pleasure Boat Rules
- Beach Management and Safety Standards Policy.
- Information for Employees Regulations 1989
- Manual Handling Operations Regulations 1992
- Others as directed

PERSONAL SPECIFICATION

6. Knowledge

- National Vocational Beach Lifeguard Qualification and National Pool Lifeguard Qualifications. NWSMP is desirable.
- PRM (People Restricted Mobility) – desirable.
- Full understanding of the emergency procedures and major incident protocol.
- Understanding of the accident, incident and near miss reporting procedure.

7. Qualifications and Skills

- Minimum of 5 GCSE 'O' levels (one of which must be English and Mathematics).
- RLSS National Vocational Beach Lifeguard Qualification.
- RLSS National Pool Lifeguard Qualification.
- NWSMP – desirable.
- Working with people with restricted mobility (PRM).
- Regulatory and training as programmed
- Life Support level 3.

8. Key attitudes and Attributes

- Good communication and management skills.
- Honesty and integrity.
- Well mannered to bathers and colleagues.

HOURS OF WORK

Maximum of 37 Hours of work are based on a fixed format roster, which is subject to change. There may be a requirement to work extra hours.

REVIEW OF TERMS OF REFERENCE

- Annually in October of each calendar year or after the end of the official bathing season.
- If required during the year if the operation has been subject to any change.

Name:

Signature:

Date: