

Job description



Foreshore Officer (Post 1959)

Service Area

Property Services

Manager / Team Leader

Contracts and Facilities Manager

Direct reports

N/A

Total Managed

N/A

Purpose of the Role

To act as Foreshore Officer at Cromer, Sheringham and Mundesley (based at either Sheringham or Cromer).

Key Result Areas

1. Looking after the Council's properties and ensuring beach chalets are ready for letting, carrying out emergency or minor repairs where appropriate.
2. Overseeing the health and safety of the users of the promenade area.
3. Acting as the Council's representative at the foreshore.
4. Ensure that criteria for seaside awards are maintained.
5. Disseminating information and guidance as required.
6. Inspect and report defects of Council property on the foreshore and promenade area at Cromer, Sheringham and Mundesley.
7. Ensure that the safety of the public is maintained throughout the promenade and foreshore area.
8. Promote a good working relationship with the users of the foreshore and promenade area.
9. Undertaking car parking duties as required
10. Undertake the facilitation of beach chalet/hut weekly lets including provision / collection of keys, advising / assisting occupants, cleaning chalets post letting and maintaining internal fixtures and fittings.
11. Where possible and appropriate carry out routine maintenance of chalets and any emergency repairs / replacements to chalets.
12. Advise public regarding details of enforcement notices (Dog and litter fouling)
13. Check and report defects of safety equipment (i.e. throw lines) along the coastal area.
14. Liaise on a regular basis with RNLI concerning life guarding of beach areas.
15. To take responsibility for your own Health and Safety at work and that of other persons who may be affected by your actions.
16. Any other work required and as directed within the confines of the existing grading and post.

Person specification



Foreshore Officer (Post 1959)				
		Essential	Desirable	How Identified
Experience / Knowledge	Demonstrates knowledge and experience of dealing with a wide variety of people including families, organisations, authorities and local businesses	✓		Appl Form* / Interview
	Demonstrates basic understanding of health and safety issues concerning seaside locations		✓	Interview
	Demonstrates basic local knowledge of area including tourist attractions, car parking places of interest, events etc		✓	Interview
	Basic understanding of Local Government function		✓	Appl Form* / Interview
Qualifications	Good standard of general education ¹	✓		Application Form
	Full Driving Licence	✓		Application Form
Training	To have received training in at least one of the following: Basic Health and Safety, Risk Assessment, First Aid training		✓	Application Form
Skills	Good communication skills (written and verbal)	✓		Appl Form / Interview
	Ability to make appropriate decisions and prioritise workloads effectively	✓		Interview

¹ Whilst no academic attainments are required for this post, numeracy and literacy will be tested upon interview

*In order to assess this from the application form we require you to provide an example

		Essential	Desirable	How Identified
Skills (cont'd)	Time Management and ability to organise effectively	✓		Appl Form* / Interview
	Ability to solve problems effectively, particularly when circumstances require immediate or urgent action	✓		Appl Form* / Interview
	Customer care skills	✓		Appl Form* / Interview
	Basic IT skills including word and excel	✓		Application Form*
	Demonstrates basic knowledge or experience of undertaking minor internal domestic repair and maintenance tasks. (i.e. painting, sanding)		✓	Appl Form/ Interview
	Experience of effectively collating and disseminating information to the public and colleagues	✓		Appl Form* / Interview
Aptitude and Disposition				
Aptitude and Disposition	Confident and assertive when dealing with the public	✓		Interview
	Cheerful and approachable	✓		Interview
	Can work alone or as part of a small team	✓		Interview
	Well organised, methodical able to pay attention to detail	✓		Interview
	Flexible approach to work	✓		Interview
	Reliable and conscientious	✓		Interview
Personal Circumstances				
Personal Circumstances	Ability to work weekends and bank holidays as required	✓		Interview
Physical				
Physical	Able to cope with working in adverse weather conditions	✓		Interview
	Able to cope with walking over potentially difficult terrain i.e. traversing stony beaches, across groyne steps etc	✓		Interview

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