



ADUR & WORTHING
COUNCILS
Environmental Services

Job Description

Authority:	ADC/WBC
Directorate	Economy
Section:	Parks and Foreshore
Post Title:	Coastal Warden
Post Number:	
Accountable to:	Senior Coastal Warden
Management responsibility for:	N/A
Authority to liaise with	<p><u>Internal</u></p> <ul style="list-style-type: none">• All cross department A&W employees.• Elected members. <p><u>External</u></p> <ul style="list-style-type: none">• General public and community groups.• Other Foreshore stations• Anglers & beach boatmen• RNLI• Maritime & Coastguard agency (MCA)• Emergency services (Police, Army, Ambulance and Fire & Rescue)• Environment agency• Marine conservation authority (MCA)• Inshore fisheries conservation society (IFCA)• Southern water• Contractors• Royal yachting Association (RYA)• Non-Government organisations• Government agencies• Street community• Schools & businesses
Meetings attended on a regular basis:	<ul style="list-style-type: none">• Team Meetings• 1:1's
Work style	Fixed

Principal purpose of job (role summary)

The post holder will be required to assist in the running, promotion and delivery of day to day operation of a Council funded foreshore & water safety service, carrying out foot, waterborne & vehicle reconnaissance patrols of the local coastline.

Main duties, tasks and responsibilities of post holder

1.	Maintain a high level of personal presentation & uniform standards.
2.	Ensure seasonal Beach patrol staff carry out their duties in a professional, safe and appropriate manner.
3.	Assist with the operation of planned safety vessel and ATV operations, including daily serviceability checks and minor mechanical maintenance
4.	Liaise with and attend delegated tasking by emergency services or the Senior coastal warden e.g Biological, injured or deceased fauna, human fatalities, UXO, flotsam & jettison, missing persons & vessels or persons in difficulty on and off the water.
5.	Comply with all AWC health and safety regulations.
6.	Report any marine or shore based defects or hazards found whilst on patrol to the Senior Coastal warden and appropriate department or authority.e.g Navigational markers, vandalism, weather damage.
7	Inspect shore based rescue equipment and report defects to the Senior Coastal warden.
8	Day to day liaison with Council tenants, licensees, concessionaires, contractors and private beach hut owners in relation to damage, maintenance of property and compliance.
9	Liaise with the public and tenants regarding Council beach huts and chalets, reporting defects or admin issues to the relevant Council department.
10	Provide advice both internally and externally as well as enforce breaches in local byelaws and PSPO's including complaints received on incidences of anti-social behaviour, both on land and sea whilst liaising with emergency services and relevant Council departments.
11	Remove environmental marine hazards i.e ghost netting, detritus, flotsam and jettison.
12	Authorised workplace & infrastructure key holder.
13	Be included in the out of hours service on a rotational basis.
14	Control & regulate vehicular access to the Promenade & foreshore.
15	Keep coastal cycle & footpaths clear of debris.

16	Deliver effective 1st aid to members of the public and record using the Councils reporting system.
17	Plan, prepare and deliver a delegated marine based subject to local schools and businesses.
18	Promote the Coastal office and Adur & Worthing Councils positively at all times.
19	Report any rough sleeping, homelessness issues and vulnerable people to the Councils wellbeing team.
20	Remove all offensive waste off the foreshore i.e sharps or alcohol & drug litter.
21	Implement wind & wave control measures for Worthing Pier following the Councils severe weather procedure.
22	Assist in the monitoring and forecasting of weather that may impact the day to day operation of the local coastline.
23	Carry out day to day routine office administration tasks including dealing with visitors to the Coastal office, access onto the promenade areas, responding to telephone calls, incoming emails, purchase orders and record keeping.
24	Follow all Council GDPR regulations.
25	Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
26	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.
27	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.
28	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.