

Job Description

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| Job Title | Bye Laws Officer |
| Grade | Band D |
| Reporting To | Emergency Control Centre Team Leader |
| JD Ref | REG0015G |

Purpose

Work closely with management within the Emergency Control Centre (ECC) and the Royal National Lifeboat Institute (RNLI) to ensure beach safety across the Wirral by ensuring bye laws are monitored and enforced through the summer season. Required to work across the Wirral, liaising with the general public and beach users to ensure safety is maintained and that all required permits are up to date and relevant.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.
- Required to plan and organise priorities to meet the needs to the service, including being flexible to change plans and reacting to incidents and requests for assistance.
- Apply knowledge and understanding of this specialist area in order to determine an appropriate course of action that produces a consistent and accurate result.

Service specific duties & responsibilities:

- Ensure slip ways are clear and safe.
- Ensure non permitted craft do not gain access to the slip ways and beach.
- Undertake regular walk-about and monitoring of the beach area.
- Report any significant damage or vandalism.

Communication, Engagement and Training:

- Liaise with the RNLI with regards to beach safety.
- Work with the Council's approved agent to issue permits.
- Liaise closely with users/stakeholders (Police, Wirral Council, Anti-Social Behaviour Team, RNLI).
- Advise and assist public/visitors to Wirral beaches.
- Communicate the bye laws to members of the public as appropriate.

Compliance:

- Ensure beach safety, ensure all vehicles using the beaches are licenced accordingly and that safe practices are followed.
- Ensure bye laws are being adhered to and complied with.
- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- First Aid at Work or equivalent, or willing to work towards.
- Valid driving licence

Knowledge & Skills

- Knowledge and understanding of bye laws and their impact.
- Numeracy and literacy skills.
- Value of licenses for appropriate sailing craft.
- Excellent verbal; listening and written communication skills.
- Ability to work autonomously.
- Knowledge of Health and safety specifically relating to bye laws, launching of boats/jet skis etc.
- *Desirable – Able to offer consistent and sound advice*
- *Desirable – Knowledge of investigation and evidence gathering techniques*
- *Desirable – Knowledge of court processes and procedures*
- *Knowledge of emergency response and crowd control techniques*

Experience

- Working as a bye laws officer.
- Dealing with the public and customers.
- Managing and dealing with conflict.
- Administering first aid.
- Using radio and communication systems.
- Responding to difficult problems or situations.
- *Desirable – Working within a local authority environment*
- *Desirable – Working to service standards*

Additional Information

The post holder is required to hold a current valid driving licence to drive around the borough to undertake checks on public rescue equipment.



This a temporary seasonal post working from 1 April – 30 September. The postholder is required to work on a rota with another officer with a shift pattern including evenings and weekends, and is required to adopt a flexible working approach in response to business requirements.

Health & Safety Considerations:

- Moving or handling heavy loads
- Working shifts
- Working in a confined space (only in poor weather – i.e. 'The Bell', New Brighton)
- Lone working
- Working outside
- Driving duties
- Exposure to persons with challenging or aggressive behaviour

**Approved By: CAROLINE LAING, STRATEGIC MANAGER
COMMUNITY SAFETY**

Date Of Approval: 06/02/2024

