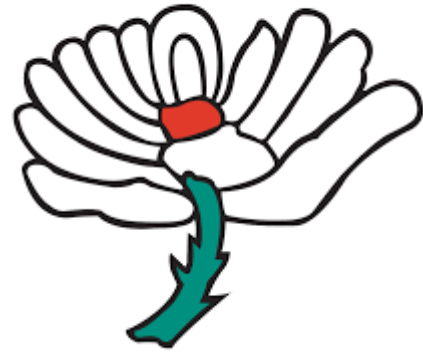


## JOB DESCRIPTION

Yorkshire County Cricket Club



<b>Job Title:</b>	Safety Officer
<b>Department</b>	Venue Operations
<b>Reporting Line:</b>	Chief Finance and Operations Officer
<b>Salary Band:</b>	Manager / Technical Specialist
<b>Location</b>	Headingley Cricket Ground
<b>Employment Type</b>	Permanent - Full Time

### Department Overview

The Operations Department plays an integral role in upholding the standard of delivery of all events and the management of the facilities at the Headingley Cricket Ground. The team ensures that all events are delivered seamlessly, whilst creating a safe, inclusive and enjoyable environment for those in attendance at Headingley Cricket Ground and at our out grounds.

### Job Purpose

The Safety Officer (SO) is responsible for ensuring that YCCC meets the legislation and regulation requirements to enable all events to take place in a safe and controlled environment. The SO is crucial in the build-up, delivery and post-match review of any events which take place.

### Key Responsibilities

Area	Responsibilities
Matchday Planning	<ul style="list-style-type: none"><li>• Carrying out safety audits as required at the stadium</li><li>• Attend all meetings on behalf of YCCC to discuss any issues relating to the Safety Certificate and the Safety Management of the venue</li><li>• Undertake performance reviews and analysis of developmental needs of the SO's direct reports to ensure staff are appropriately trained in respect of health, safety and security issues</li><li>• Produce and keep under review a Stewards manual outlining their duties in both normal and emergency situations</li></ul>

	<ul style="list-style-type: none"> <li>• Be the Lead Manager for all Health and Safety Committee meeting and to take the minutes to then share with all stakeholders</li> <li>• Attend all Safety Advisory Group Meetings</li> <li>• Meet with relevant stakeholders to ensure the annual coning documentation and road closures are agreed and that the legal frameworks for each event are in place</li> <li>• Attend national safety meetings for ECB as a member of the Safety Officers organisation.</li> <li>• Attend regular meetings with West Yorkshire Police and the CTSU Representative to ensure that the stadiums SASS documentation is maintained and up to date</li> <li>• Plan and organise the annual tabletop exercise</li> </ul>
Matchday Delivery	<ul style="list-style-type: none"> <li>• Safety Officer duties /or appropriate cover for each event that requires the SO to be on site</li> <li>• Calculate the number of first aiders required for each event and book them through the preferred supplier</li> <li>• Calculate the required Paramedic and ambulance requirements for each event and book them through Yorkshire Ambulance service Events Team.</li> <li>• Liaise with the crowd doctors to ensure their availability when required and booking their services</li> <li>• Meet with relevant stakeholders to ensure the annual coning documentation and road closures are agreed and that the legal frameworks for each event are in place</li> <li>• Liaise with the preferred Traffic Management supplier to book any road closures and coning for each event</li> <li>• Liaise with TV Production Managers when fixtures are televised from the stadium to ensure all documentation is received and to check all setup of equipment is correct and safe.</li> <li>• Ensure that any defects which have reported at the previous match have been rectified within 24 hours preceding the event</li> <li>• Review the physical inspection of the ground to ensure that there are no hazards to spectators within 24 hours preceding an event</li> <li>• Ensure that the PA, loud hailers, firefighting equipment, fire detection systems are all tests and any faults are rectified within 24 hours preceding an event</li> </ul>
Standards, regulation and compliance	<ul style="list-style-type: none"> <li>• Ensure full compliance with the current document “Guide to Safety at Sports Grounds” to make sure all activities are compliant with: <ul style="list-style-type: none"> <li>○ The requirements of the Stadium Safety Certificate and Stadium Safety Policy</li> <li>○ Health and Safety at Work legislation</li> <li>○ Fire Safety Legislation</li> <li>○ Disability Discrimination Act</li> <li>○ All Safety at Sports Grounds legislation</li> <li>○ Civil Contingencies Legislation</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Annual review of all safety documentation</li> <li>○ To chair regular stadium safety meetings with key on site stakeholders</li> <li>● Maintaining an audit trail of appropriate records and documentation to support our Safety Certificate</li> <li>● Liaise with the Local Authority, Police, Fire and Ambulance Services and any other body e.g. Safety Advisory Group in the relation to the maintenance of our Safety Certificate</li> <li>● Ensure that companies contracted through the services required to maintain the safety certificate have been monitored effectively and any issues addressed.</li> <li>● Production of all event documentation in conjunction with the stewarding suppliers and YCCC Operations Manager's and distribute to the relevant people</li> <li>● Develop and keep under review the YCCC Operations Manual and all safety documentation on an annual basis</li> <li>● Continue to work with all stakeholders to ensure the stadium security plan is robust and reviewed regularly</li> </ul>
People Management	<ul style="list-style-type: none"> <li>● Model and advocate company vision and values</li> <li>● Make and communicate decisions clearly, be accountable for those decisions and empower team members to make good decisions in their areas of responsibility</li> <li>● Motivate and engage team members by setting and maintain clear standards and expectations</li> <li>● Model and implement all relevant policies and procedures</li> <li>● Model and implement effective communication within team and across the company</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>● Demonstrate, at all times, a commitment to safeguarding children and adults</li> <li>● Contribute to the implementation of the Yorkshire Cricket Safeguarding policy</li> <li>● Report any safeguarding concerns in accordance with Yorkshire Cricket's Safeguarding Report Management Procedure</li> <li>● Ensure a safe and enjoyable environment is maintained, at all times, in line with Yorkshire Cricket's Safeguarding Guidance</li> </ul>
Equality, Diversity and Inclusion	<ul style="list-style-type: none"> <li>● Demonstrate, at all times, a commitment to equality, diversity and inclusion behaviours, decision-making and working practices</li> <li>● Advocate the values of dignity, fairness, equality and respect</li> </ul>

Please note: This is not an exhaustive list and the role may be required to undertake additional roles and responsibilities as identified from time to time in order to meet the ongoing requirements of the company.

#### **Key Relationships / Stakeholders**

- Control Room staff
- Event Operation Staff and contractors
- Deputy Safety Officer

- External stakeholders
- Other YCCC employees
- ECB

## Job Specification

<b>Essential Criteria</b>	<b>M/C</b>
Obtained N.V.Q. Level 4 Qualification in Spectator Safety Management	<input checked="" type="checkbox"/>
Demonstratable and relevant experience in a spectator safety management role similar to this one at a ground with a larger crowd capacity than 10,000, preferably within the sporting or entertainment industry	<input checked="" type="checkbox"/>
Experience of leading the Safety and Security team in collaboration with the Stewarding Operations Manager's and other departments effectively and efficiently to deliver great customer experience	
Previous experience of liaising and communicating clearly with both internal and external stakeholders in a high pressure environment	<input type="checkbox"/>
An excellent understanding of the standards and compliance required of a spectator venue and for the delivery of a safe spectator event	<input type="checkbox"/>
Previous experience and understanding of carrying out site safety inspections pre and post event	
Excellent communication and IT skills	
Knowledge and training regarding Crowd Management and Crowd Dynamics	
Demonstrable experience and/or commitment to delivering the principles of the Club's EDI and Safeguarding strategies	
<b>Desirable Criteria</b>	
Hold or be working towards a NEBOSH/IOSH General Diploma.	
Relevant qualifications in Health and Safety and further relevant qualifications in Safety Management would be an advantage.	

## Core Competencies

Time management	<input type="checkbox"/>	Ability to influence and negotiate	<input type="checkbox"/>
Attention to detail	<input checked="" type="checkbox"/>	Analytical skills	<input type="checkbox"/>
Confidentiality and discretion	<input type="checkbox"/>	Leadership skills	<input type="checkbox"/>
Interpersonal and communication skills	<input type="checkbox"/>	Initiative and proactive	<input checked="" type="checkbox"/>
Teamwork	<input checked="" type="checkbox"/>	Creativity and innovation	<input type="checkbox"/>
Flexibility and adaptability	<input checked="" type="checkbox"/>	Accountability	<input checked="" type="checkbox"/>

Able to work autonomously

Written communication

**Essential Certificates and Checks**

Drivers License

Disclosure Barring Service Check