

Inspector (Northern Ireland) Application Pack

Closing date: 23:55 1st January 2025



About the Sports Grounds Safety Authority

The Sports Grounds Safety Authority (SGSA) is the UK Government's advisor, and a world-leader on sports grounds safety. We provide independent, expert advice, based on three decades of experience in making football in England and Wales a safe and enjoyable experience for fans. We use our experience to advise and support other sports and related industries in the UK and internationally.

Put simply, our purpose is to ensure sports grounds are safe for everyone.

Our expert team of Inspectors provide first-rate support and advice based on their collective knowledge of areas including engineering, policing, emergency planning and facilities management. We support clubs and grounds, sports bodies, governments, architects and engineers to minimise risk and help deliver safe events for all.

Regulatory role

Our regulatory role is to:

- issue licences to the 92 Premier League and English Football League grounds, along with Wembley and, as necessary, the Principality Stadium to allow them to permit spectators to watch football matches; and
- oversee local authorities in their duties to sports grounds safety and safety certification.

Set standards

We set safety standards through our internationally recognised best practice guidance, including the Guide to Safety at Sports Grounds (Green Guide) and its supplementary guidance, which is used to build and develop sports grounds around the world.

Advisory role

We provide safety advice and support to other sports both in the UK and internationally. This includes:

- Strategic advice, including diagnosing physical infrastructure and safety management risks to existing, new and refurbished sports grounds.
- Proactive action planning to enable sports bodies/grounds to develop and enhance spectator safety.
- Bespoke training and scenario planning packages.

The SGSA has provided support to the Department for Communities and Sport Northern Ireland since 2017 and most recently has agreed to act in a similar role in Scotland.

The SGSA is an Arm's Length Body of the Department for Culture, Media and Sport (DCMS).



Recent achievements/projects

- Introduced licensed standing in England and Wales on behalf of the Government.
- Supported the safe delivery of the Commonwealth Games 2022 and UEFA Champions League Final 2024.
- Received a positive organisational review, which noted the SGSA is: “a body that is seen nationally and internationally as a centre of excellence on sports ground safety, that punches well above its weight, and that is a great asset for the UK”
- Developed new training materials to be used internationally by FIFA.
- Published research on several areas, including licensed standing and stewarding.
- Led the sports sector in the reopening of stadiums to fans during the COVID-19 pandemic.

Find out more

Our website – www.sgsa.org.uk – contains lots more information.

Other useful links include:

Annual Reports: <https://sgsa.org.uk/annual-report-and-accounts/>

Strategic Plan: <https://sgsa.org.uk/sgsa-strategic-plan-2020-24/>

Licensing: <https://sgsa.org.uk/licensing/>

Licensed standing: <https://sgsa.org.uk/licensedstanding/>

Legislation: <https://sgsa.org.uk/legislation/>

Research: <https://sgsa.org.uk/research/>



Working at the SGSA

The SGSA is a team of 22 staff, led by Chief Executive, Giles Smith. We are comprised of:

- 13 Inspectors who work with individual clubs on a regional basis; and
- 8 Secretariat staff who lead the corporate and policy activities of the organisation.

Our Inspectors are led by Head of Inspectorate Ken Scott and consist of experienced individuals, who have built up many years of experience, including within local authorities, policing and stadium management.

Our skilled and knowledgeable Secretariat provide specialist support for the organisation.

The SGSA has adopted a hybrid approach to working, with most staff working from home. However, the SGSA maintains a small office space, based in Canary Wharf, London.

Find out more about the SGSA team: <https://sgsa.org.uk/our-staff/>.

The SGSA is overseen by a Board, chaired by Derek Wilson, appointed by the Secretary of State for Culture, Media and Sport.

Commitment to equality, diversity and inclusion

The SGSA is under a positive duty to advance equality of opportunity and eliminate discrimination. Our equality, diversity and inclusion objectives are:

- Build an inclusive organisational culture by embedding equality, diversity and inclusion in our internal work and practices.
- Promote equality, diversity, and inclusion in the sport safety sector.

We are committed to a policy of equal opportunity for all staff. We will not discriminate on grounds of gender, ethnic origin, disability, sexual orientation, faith or any other factor not relevant to a person's work.

What our staff say

90%

agree they can rely on colleagues to give help and support they need.

95%

agree they are treated fairly at work.

95%

agree the work they do is both challenging and interesting.

95%

say they find it easy to discuss matters openly with their line manager.



Our values





Role and application overview

The SGSA under a Service Level Agreement with Sport Northern Ireland (SNI), is recruiting for the role of an inspector to assist in helping ensure that standards of spectator safety in Northern Ireland are maintained at appropriate levels.

- Starting salary: Band A National – £20,166 (based on two days per week and subject to an annual pay award).
- Location: The role is home-based with periodic travel to the SGSA's headquarters office in Canary Wharf, London and regular travel around Northern Ireland, for which travel expenses will be reimbursed.
- Start date: To be negotiated.
- Appointment type: 2-year Part Time (2 days per week)
- Closing Date: 23:55 1st January 2025
- Interview dates: TBC (online)

Whilst SGSA Inspectors based in England have worked and supported partners within Northern Ireland for many years, this new post will provide more structure and resilience within country. For efficiency and to achieve maximum value from the role SGSA seeks to appoint a home-based inspector from within Northern Ireland with applications welcomed from across the country.

The successful candidate will be expected to travel extensively within Northern Ireland using their own car for which expenses will be paid. We can be flexible over which two days of the week the role holder chooses to work although the nature of the role requires weekend and evening work

We are committed to a policy of equal opportunity for all staff. We will not discriminate on grounds of gender, ethnic origin, disability, sexual orientation, faith or any other factor not relevant to a person's work.

Role context

This is a new role providing a dedicated resource to safety at sports grounds in Northern Ireland. For several years, the SGSA has worked under a contract with Sport Northern Ireland with the aim of improving the safety certification processes and safety at sports grounds in Northern Ireland.

This is an exciting opportunity to seek out home grown expertise to build and enhance the SGSA's support and work within Northern Ireland.

This role will support and assist clubs, local authorities and partner organisations to help maintain high levels of spectator safety.

We welcome applications on a secondment basis.



What skills and experience are needed to be an Inspector?

At its heart, the role of the Inspector is about building and maintaining effective working relationships with sports grounds, local authorities and other key stakeholders.

The job description on page 9 and the person specification on page 10 outline the formal requirements for the role.

As an overview, the essential requirements for this role will be:

- **Interpersonal skills** – You will need to build and maintain strong working relationships with individuals in different organisations.
- **Knowledge of relevant legislation** - A detailed knowledge of the legislation to which sports grounds in Northern Ireland are subject.
- **Record management and report writing skills** – SGSA staff have a responsibility to maintain clear and accurate records and should possess good report writing skills
- **Time management skills** – This isn't a standard 9-5, Monday to Friday job. Inspectors must balance office-based work with conducting matchday inspections which take place on the weekend and in the evenings. The SGSA provides flexible working arrangements to accommodate this, but it's an individual's responsibility to manage their time effectively.
- **Professional** – ability to work unsupervised for long periods of time, but also able to work within a team environment and demonstrate good planning and organisational skills to meet tight deadlines and manage multiple priorities.
- **Understanding risk management** – safety at sports grounds is all about understanding and mitigating risk. You should understand risk management (though not necessarily from a sporting perspective).

In essence, you must have a proven ability to analyse and identify issues, make sound decisions, take appropriate actions tactfully and effectively, influence key stakeholders and take responsibility for results.

Role benefits

Alongside a competitive remuneration package, outlined on page 10, the SGSA provides the following:

- Full induction and support.
- Flexibility and autonomy – this is not a standard 9 to 5 job.
- Being part of a world-leading team.



Application process

How to apply

Please complete the application form.

Within your application, please provide details of formal qualifications, membership of relevant professional bodies and direct experience of safety at sports grounds.

No candidate will meet every desired qualification. If your experience looks a little different from what we've identified and you think you can bring value to the role, we'd love to learn more about you.

Please send your completed application form and equality monitoring form by email to recruitment@sgsa.org.uk.

Applications must be submitted by 23.55 on 1st January 2025

Selection process

All applications will be anonymised before being submitted to the recruitment panel. This is to ensure fairness within the selection process.

Equality monitoring forms will be removed from application forms and will not be shared with the recruitment panel.

Shortlisted candidates will be invited to interview with the recruitment panel. Details of this will be provided closer to the time.

Security

The successful candidate must pass a disclosure and barring security check.

More information

For more information, or to arrange an informal conversation, please email recruitment@sgsa.org.uk.



Job description

Job title:	Inspector (Northern Ireland)		
Location:	Home-based, Northern Ireland	Travel required:	Regularly within Northern Ireland and occasionally to Great Britain
Role reports to:	Deputy Head of Inspectorate	Position type:	Part Time – 2 days per week
Direct reports into this role:	None		

Role purpose

The SGSA is the UK Government's advisor on safety at sports grounds and a world leader in safety. Its primary purpose is to ensure sports grounds are safe for everyone.

Inspectors provide advice and guidance on a wide spectrum of spectator safety issues within football grounds, as well as across a range of other sports.

The Inspectors' role involves frequent interaction with local authorities, sports grounds and other interested parties, with visits to sports grounds on both event and non-event days. They advise, assist and persuade clubs and local authorities on a wide range of ground and spectator safety issues.

Inspectors may also be required to develop and deliver training on safety related issues, as well as other commercial activity both on a national and international basis.

Job description – accountabilities, roles and responsibilities

- Oversee the safety management capabilities of designated grounds within Northern Ireland and work with them to identify and implement improvements where concerns are identified.
- Draft coherent reports using a high standard of English and in a timely fashion.
- Advising, monitoring, and identifying any necessary corrective action on the provision of spectator accommodation.
- Compile professional and clear business records, with responsibility for administration and associated records that are required to deliver on the objectives of the Service Level Agreement with Sport Northern Ireland.
- Assisting in the formulation of best practice; providing advice and guidance on safety certification and the application of the Guide to Safety at Sports Grounds to local authorities and clubs, and to others on request.



- Contribute to the cohesion, reputation and smooth running of the SGSA: adhering to corporate policies and standard operating procedures; engaging in meetings and change programs; acting as an ambassador and as appropriate spokesperson for the SGSA.
- Demonstrate an on-going commitment to personal continuous professional development as relevant to supporting the organisation in delivering its strategy and plans.
- Promoting wider knowledge and understanding of safety at sports grounds and the role of the SGSA.
- To perform such other duties relevant to the post when required.
- Any other duties as directed by the appropriate Deputy Head of Inspectorate or Head of Inspectorate.

Person specification

Please use your supporting statement to outline how your skills and experience meet our essential criteria and, where applicable, the desirable criteria.

Essential Criteria

- **Interpersonal skills.** You will need to build and maintain strong working relationships with individuals in different organisations.
- **Knowledge of relevant legislation.** A detailed knowledge of the legislation which sports grounds in Northern Ireland are subject to.
- **Record management and report writing skills.** SGSA staff have a responsibility to maintain clear and accurate records and should possess good report writing skills.
- **Time management skills.** Inspectors must balance office-based work with conducting matchday inspections which take place on the weekend and in the evenings. The SGSA provides flexible working arrangements to accommodate this, but it's an individual's responsibility to manage their time effectively.
- **Professional.** The ability to work unsupervised for long periods of time, but also able to work within a team environment and demonstrate good planning and organisational skills to meet tight deadlines and manage multiple priorities.
- **Understanding risk management.** Safety at sports grounds is all about understanding and mitigating risk. You should understand risk management (though not necessarily from a sporting perspective).

Current and valid UK driving licence and exclusive use of a car insured for business use.

Desirable Criteria

Other desirable skills and experience

- Degree or professional qualification.
- Experience and/or understanding of the application of integrated safety management in a non-sports ground setting.



- Experience of working with sports at a national and/or international level.
- Experience of developing and delivering training.
- Auditing experience

In your application, please provide details of formal qualifications, membership of relevant professional bodies and direct experience of safety at sports grounds.



Remuneration

Terms and conditions of service will be broadly in line with those for staff in the Department for Culture, Media and Sport. The following main terms and conditions will apply:

Salary – The starting salary is £20,166 based on two days per week. Salary is paid by monthly credit transfer.

Hours – Your contracted working week will be 14.8 hours excluding meal breaks. The nature of the work will require you to visit sports grounds in the evening and weekends.

Leave – 10 days per year, plus public holidays and Civil Service privilege leave.

Pension – New recruits to the Civil Service will be entitled to benefit from membership of the Civil Service Pension Scheme. As an employer the SGSA contributes 27.9% of an individual's salary to the pension scheme, and the employee contributes 5.45%. Existing Civil Servants will be eligible to retain Civil Service pension arrangements as continuous service.

Additional benefits

- Commitment to supporting continuous professional development, with learning and development opportunities, both internally and externally.
- Family friendly policies and working hours to help balance your home life and career.
- Two days per annum of paid volunteering leave.
- Competitive parental leave benefits.
- A laptop, desk, chair, monitor and any other equipment to support working from home
- Staff reward and recognition bonuses that operate throughout the year.

A full induction will be provided, as well as ongoing support. This will include the opportunity to shadow Inspectors during matchday inspections within England.

Nationality requirements

This job is broadly open to the following groups:

- UK nationals
- nationals of Commonwealth countries who have the right to work in the UK
- nationals of the Republic of Ireland
- nationals from the EU, EEA or Switzerland with (or eligible for) status under the European Union Settlement Scheme (EUSS)
- relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service
- relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service
- certain family members of the relevant EU, EEA, Swiss or Turkish nationals.



Further information on nationality requirements available here
[https://www.gov.uk/government/publications/nationality-rules.](https://www.gov.uk/government/publications/nationality-rules)