

# **Inspector Application Pack**

**Closing date: 23:55, Sunday 16 March 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 is an Arm's Length Body of the Department for Culture, Media and Sport (DCMS).

### Recent achievements/projects

- Introduced licensed standing on behalf of the Government.



- Supported the safe delivery of the Commonwealth Games 2022 and 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 a number of 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](http://www.sgsa.org.uk) – contains lots more information. Some 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/>
- Independent review of the SGSA and the Government’s response: <https://sgsa.org.uk/independent-review-of-sgsa-published/>.



## Working at the SGSA

The SGSA is a small team of 23 staff, led by Chief Executive, Giles Smith. We have:

- 10 Secretariat team members and
- 13 Inspectors, who work with individual clubs on a regional basis.

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 the majority of 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 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





## Our values

### Leadership

We lead the way and shape the future based on our collective experience.

### Integrity

We build trust through responsible actions and honest relationships.

### Collaboration

We are strongest when we work together.

### Professionalism

We set high expectations for ourselves and act on feedback from those with whom we work.

### Inclusion

We embrace different ideas, strengths and backgrounds – nobody is left out or left behind.





## Role and application overview

The SGSA is recruiting for the role of an Inspector,

- Starting salary: Band A National – £52,915 per annum.
- Location: The role is home-based with monthly travel to the SGSA's headquarters office in Canary Wharf, London and regular travel around the country, for which travel expenses will be reimbursed.
- Start date: To be negotiated.
- Appointment type: Permanent Full Time
- Closing Date: 23:55 on Sunday 16 March 2025.
- Interview dates: Week commencing 31 March 2025 (to be confirmed).

SGSA Inspectors work from home and whilst covering a specific geographical area. For this recruitment process, applications from those based in London or the South East are particularly welcome. However, this is not essential and all other applicants from outside London or the South East who meet the necessary standard will be considered, either for this role or for other similar roles as and when they arise over the next 12 months.

The successful candidate will be expected to travel extensively and work flexibly. This will include weekend/evening work for which time off in lieu will be given.

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

Every week millions of people watch live sport events in the UK. This role helps keep them safe.

The SGSA is “a small but ambitious organisation, which is regarded as a world leader in sports ground safety”, as stated by the Government in its response to a recent independent review of the organisation.

We have built this reputation through our exceptional staff, made up of Inspectors and a central Secretariat.

This vacancy offers a rare opportunity to join the SGSA. It is particularly exciting as the successful applicant will be joining us as we look to strengthen our role in the sports safety sector.

Alongside our statutory responsibilities to licence football grounds and maintain oversight of local authorities, over the next year, the SGSA's priorities include:

- Developing our support for women's football;
- Improving safety processes in partnership with the Vanarama National League;



- Continuing to support grounds and local authorities with stewarding and preparations for Martyn's Law; and
- Maintaining our commitment to fan safety through licensed standing and addressing the risks associated with persistent standing in seated areas.

This is an important time to join the SGSA, and the successful applicant will be integral to the delivery of these priorities.

As part of the Inspectorate team, the new Inspector will contribute to a wide range of work and policies. They will provide independent and expert advice, contributing to setting internationally-recognised guidance and standards.

### **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 the grounds and local authorities they oversee.

The job description on page 7 and the person specification on page 8 outline the formal requirements for the role.

As an overview, the key skills for an Inspector are:

- **Interpersonal and influencing skills** – Strong partnership working and stakeholder management experience and the ability to negotiate and influence, including in challenging circumstances.
- **Project management and record keeping** – Proven understanding and experience of the use of project and programme management techniques, including risk management. Experience of auditing systems, processes and effective record management and writing reports to clients.
- **Making effective decisions** – an ability to analyse evidence and take decisions, cognisant of the wider context in which you operate.
- **Communication skills** – Excellent oral and written communication skills and the ability to represent the SGSA to a wide range of stakeholders.
- **Delivering a quality service** – delivering at pace and to a high quality, prioritising competing workloads, helping to identify and deliver process improvements.

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, so experience in sports grounds safety is not an essential requirement.
- 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 download and complete the application form, including the equality monitoring questionnaire.

Please email your application form to [recruitment@sgsa.org.uk](mailto:recruitment@sgsa.org.uk). Applications must be submitted by 23.55 on Sunday 16 March 2025

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.

### 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 information 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 basic disclosure and barring service check.

### More information

For more information, please email [recruitment@sgsa.org.uk](mailto:recruitment@sgsa.org.uk).





## Job description

<b>Job title:</b>	Inspector		
<b>Location:</b>	Home-based, regional	<b>Travel required:</b>	National
<b>Role reports to:</b>	Deputy Head of Inspectorate	<b>Position type:</b>	Permanent Full Time
<b>Direct reports into this role:</b>	None		

### Role purpose

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

The SGSA's team of Inspectors provide advice, guidance and training on a wide spectrum of spectator safety issues within football grounds, as well as across a range of other sports and each Inspector has a portfolio of grounds that they support.

Inspectors are responsible for delivering the SGSA's two regulatory functions for their portfolio:

- Licensing of football grounds in the Premier League and English Football League
- Overseeing local authorities' performance in fulfilling their statutory obligations in relation to these grounds.

The Inspectors' role involves frequent interaction with local authorities, football clubs 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. The nature of the work therefore requires overnight stays, evening and weekend working.

The team of Inspectors have a range of specialist knowledge, experience and expertise and individual Inspectors represent the Inspectorate on project work for the SGSA as relevant to their particular specialism/s.

Inspectors may also be required to contribute to the development of internationally-recognised guidance and standards, develop and deliver training on safety related matters, and undertake other commercial activity both on a national and international basis. This may provide the (optional) opportunity for international travel.



## Job description – accountabilities, roles and responsibilities

- Provide the regulatory oversight for a portfolio of football clubs and local authorities to enable and support them in the delivery of their statutory obligations.
- Plan and carry out (and maintain up to date, professional and clear records for) a risk-based program of matchday inspections, ground assessments and local authority audits for clubs and authorities within their portfolio in accordance with the relevant SGSA KPI's.
- As necessary undertake interventions, inspections and information gathering with respect to the Authority's responsibilities under the relevant legislation and in accordance with SGSA policies and procedures.
- Produce accurate and clear reports for relevant stakeholders to inform and when necessary direct their decision making: identifying good practice and areas of concern; and making clear recommendations for improvement where necessary.
- Provide information and expertise to advise the SGSA's senior management on licensing decisions.
- Share individual areas of expertise as required, including: leading on specific sports/subject areas/professional disciplines, contributing to the formulation of guidance and standards and contributing to / leading relevant internal projects.
- Provide advice, guidance, training and interpretation on safety certification and the application of the Guide to Safety at Sports Grounds to local authorities, clubs, and other stakeholders.
- 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.
- Liaise with stakeholders at all levels, promoting safety at sports grounds and the role of the SGSA both nationally and internationally, including, as required, on a commercial basis.
- Demonstrate an on-going commitment to personal continuous professional development relevant to the Inspector role and any individual professional discipline.
- Carry out any other duties relevant to the post when required by the line manager or other senior manager.

## Person specification

### Essential knowledge, skills, experience, qualifications and education requirements for the role:

- Experience in a safety related environment with up-to-date knowledge of spectator safety legislation and guidance.
- Strong partnership working and stakeholder management skills and experience with a proven ability to negotiate and influence at all levels.



- Proven understanding and experience of the use of project and programme management techniques, including risk management.
- Experience of using auditing systems and processes with robust record management.
- Excellent oral and written communication skills.
- Ability to work independently and as part of a team.
- Current and valid UK driving licence, and exclusive use of a car.
- Competent in the use of Microsoft 365 applications.

**Desirable knowledge, skills and experience:**

- Degree level or professional qualification in a relevant subject (e.g., surveying, crowd, event, facilities or risk management)
- Experience and/or understanding of the application of integrated safety management.
- Experience of working with sports at a national and/or international level.
- A knowledge of the Women's football game.
- Experience of developing and delivering training.
- Proficiency in a second language.



## 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 £52,915. Salary is paid by monthly credit transfer.

**Hours** – Your contracted working week will be 42 hours including meal breaks. The nature of the work will require you to visit sports grounds in the evening and weekends. You may also be required to undertake work on behalf of the SGSA outside the UK.

**Leave** – 25 days per year, increasing to 30 days after four years of service, 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.
- Three days 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.

## 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)