

**HQ ASCB JOB DESCRIPTION**

**Title: ASCB Safety Assurance Officer** Grade: Equates to C2 CS

**Employer:** Army Sport Control Board (ASCB)

**Reports to: Director ASCB**

**Location:** ASCB,Fox Lines, Aldershot, Hants, GU11 2LB

**Job Purpose Summary:**

The purpose of the post is to provide reassurance to the ASCB on the compliance by Army Sport Associations and Unions in accordance with current and recently issued assurance policy. The incumbent is to understand existing policy, making recommendations for improvement, conduct a series of advisory visits so as to execute HQ ASCB’s role in both 1st and 2nd Line of Defence assurance and to produce a plan for the implementation of the Statement of training Requirement (SOTR) for Sport Officials Coaches and Referees as a key enabler to future assurance and safe delivery of Army sport. The incumbent reports directly to

DASCB.

**Key Duties and Responsibilities**

*ASCB Safety Assurance Officer* is to ensure Army Sports Associations and Unions are clear on their responsibilities:

* That their sport is being delivered safely and that risks have been mitigated to levels that are As Low As Reasonably Practicable (ALARP).
* That their sport meets all applicable legislative, regulatory, NGB, Defence and Service standards.
* That they encourage a sports safety culture that is just, flexible, reporting, questioning and learning.

That all Army Sports Associations and Unions:

* Develop and maintain a Sports Safety Management Plans (SSMP) that clearly identifies key roles, responsibilities and boundaries for all personnel involved in the delivery of sport within their organisation and its assurance and governance.
* That there is clear definition of interfaces with other stakeholders, such as those of National Governing Bodies, UK Armed Forces Sporting Associations and unit level sport.
* Risk management is understood and processes are in place to enable: the identification of hazards; analysis and assessment of the Risk to Life (RtL); and the development of a

resulting level of risk that leads to the identification and implementation of suitable controls to address the hazard and its associated risk.

* All sport association activity is to be risk assessed by the nominated/appointed person managing the activity and the appropriate control measures implemented before any activity takes place.
* That assurance processes are in place to provide a mechanism to ensure that activity is being conducted appropriately and in accordance with the Defence-wide approach to assurance which describes 1st – 4th Lines of Defence Assurance.

*ASCB Safety Assurance Officer, i*n close coordination with ACOS whose role it is to act as the staff link between HQ ASCB and the Army Sports Associations and Unions, will be responsible for a programme of audits and advisory visits to confirm the above compliance and to execute

HQ ASCB’s assurance responsibility to Army Representative Sport (oversight of 1st Line of Defence assurance by Associations and Unions and to deliver a rolling programme of assurance visits to Army Representative Sport to ensure the ASCB’s 2nd Line of Defence responsibility).

*ASCB Safety Assurance Officer* will develop and implement the recommendations from the report by ATB to determine the numbers of Suitably Qualified and Experienced Persons (SQEP) required, to what standard, at what levels and with what qualifications, in order to support the safe delivery and assurance of Army Sport[[1]](#footnote-1). Once complete, this project will be handed over to DACOS ASCB who will manage the data base of qualifications.

*ASCB Safety Assurance Officer* sits on the following committees:

* As a member of the quarterly ASCB Steering Committee
* As member of monthly ASCB Prayers
* As member of ASCB Annual Conference

*(The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform mutually agreed job-related tasks other than those specifically presented in this description)*

**Job Requirements: (Educational qualifications, knowledge, skills and abilities)**

**The applicant should ideally be a retired Army Officer of Lt Col/Maj rank or civilian equivalent. The post requires a sound knowledge of Army Practices and Procedures. Experience of Health and Safety, Duty Holding and dynamic risk assessment and management are critical. he individual will have command experience and be able to demonstrate strong leadership, management and communication skills, together with a blend of sound judgement, tact and diplomacy. The post requires a team builder and motivator with proven experience of delivering/organising sport. Some travel and antisocial hours will be necessary.**

**Approved: Maj Gen Burley Date: Review Jul 18**

1. ATB/StratPol/PD/23/01 dated 21 Jul 17.

   [↑](#footnote-ref-1)