

LONDON STADIUM



ROLE INFORMATION



LONDON STADIUM

SAFETY DEPARTMENT ROLE PROFILE

Safety Staffing Planner and Event Delivery Manager

RESPONSIBLE TO: Safety Officer

SALARY: £45,000 to £55,000 per annum, subject to experience, knowledge and skills

TERMS: Full-time role subject to a 3-month probationary period

THE ROLE

London Stadium is looking for a Safety Staffing Planner and Event Delivery Manager.

The key purpose of this role is to assist the LS Safety Officer in providing strong agency management, LS Event Staff management and event delivery, Event Planning including and management and administration of the steward and security functions including planning, recruitment, contract engagement, training, investigations, disciplinary matters, KPI management for contracts and ongoing booking and administration for all London Stadium major events.

As the Safety Staffing Planning and Event Delivery Manager at London Stadium you will work closely with other members of the Safety Team and internal and external partners to ensure effective delivery of the allocated programme of work and responsibilities.

This is a great opportunity for someone looking to further develop their career in a safety operational environment, with the opportunity to contribute to the financial success of the stadium, through day-to-day operations, a variety of projects and exciting events such as football, concerts, Major League Baseball, athletics, rugby and community events. This role will be varied and give you the opportunity to get involved in a wide range of activities. In return we offer development opportunities and many company benefits.

Please see specific duties and requirements in the Role Profile and Person Specification below.



HOW TO APPLY

If you are interested in this role, please apply through our online careers page by 10.59pm on Friday 27th June 2025

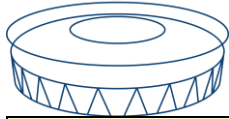
First round interviews will take place in person in the week commencing 7th July 2025. We are looking for someone to start as soon as possible thereafter.

ABOUT LONDON STADIUM

You can find out more about working at the stadium and our recruitment process in the application guidance document which can be downloaded from our careers page.

Job Title	Safety Staffing Planning and Event Delivery Manager
Reports to	Safety Officer
Location	Flexible working, subject to events, with three days a week based at the offices at London Stadium, Queen Elizabeth Olympic Park
Summary of Role	Reporting to the Safety Officer, the role will oversee governance arrangements and support risk assurance processes for the venue and the London Stadium group of companies

Roles and Responsibilities – Safety Staffing Planning and Event Delivery Manager	
1.	The key purpose of this role is to assist the LS Safety Officer and the Deputy Safety Officers in providing strong staff, event planning and manage the delivery of safety and security staffing systems and budgets / costs for all London Stadium events.
2.	The role will deliver safety and security staffing plans for all major and minor events within London Stadium. The role will act as a planner ensuring that London Stadium meets its statutory obligations, the requirements of the Safety Certificate, meeting the objectives of any entertainment / alcohol licenses and any other legal duties.
3.	The role will promote a proactive, strong culture of health and safety and ensure that London Stadium complies with the statutory health and safety framework, other relevant safety legislation.
4.	The role will be responsible for ensuring that all in house and agency staff are effectively screened, recruited and trained to London Stadium standards supported by correct documentation.
5.	Lead, motivate, develop, support and challenge own team to deliver Company and personal objectives.
6.	To ensure that all companies and individuals meet their statutory and contractual requirements.
7.	Work with the Safety Officer and the Deputy Safety Officers to take responsibility for the safety and security planning of all aspects of major events within a recognised system.
8.	Assess, train and educate staff, contractors, partners and visiting workers through programmes of presentations, practical demonstrations and information campaigns related to the promulgation of best practice, current and new legislation, outcomes of accident investigations, etc.
9.	Ensure budgets, orders, costs and rates safety are regularly monitored. Place staff orders and reconcile staff numbers and invoices at end of each event. Prepare payroll as required.
10.	Work closely with the crowd safety team on relevant areas of crowd safety and health and safety legislation.
11.	To ensure that all planning for major events connected to London Stadium aims to deliver healthy, safe and minimum risk associated with them.
12.	To ensure that all documentation relating to events and activities, connected to the London Stadium are submitted with in time; and are suitable and sufficient.
13.	To deliver develop and monitor the Aware planning system for event staff management.
14.	To arrange inspections and prepare documents for statutory bodies as required.

**Roles and Responsibilities – Safety Staffing Planning and Event Delivery Manager**

15. To build good working relationships with the statutory authorities, emergency services representatives and other applicable key stakeholders.
16. To review and assist with the London Stadium event build process, ensuring compliance and assisting to improve existing processes, as necessary.
17. To build good working relationships with suppliers
18. Work all major events in such positions as are relevant to the role e.g. staffing check in, logistics, staffing deployment etc
19. Prepare post event reports on stewarding data and progress towards to local commitments and targets
20. Adhere to the procurement process and ensure that all Purchase Orders / financial information is entered accurately in line with the deadlines communicated by the Finance Department.
21. Adhere to company policy and procedures while taking responsibility for your own health and safety and for that of others who could be affected by your work. Ensure risk assessments relating to their area of work are carried out, and that resulting safe systems of work are recorded, implemented and monitored.
22. Comply with company regulations, policies and procedures, and embrace London Stadium values.
23. To undertake any other duties, not specified above, that are appropriate to the level and responsibilities of the post.



Person Specification

		Essential	Desirable
Knowledge & Experience			
1	Demonstrable experience of planning staff resources for events at major venues. Proven experience using a staffing system and preparing staffing templates and dot plans. Very experience at using staff planning and rostering software.	Yes	
2	Strong knowledge and experience of staffing processes including contracts obligations . Understand payroll and contract principles	Yes	
3	Excellent understanding of the Data protection Act, The Freedom of Information Act, Environmental Information Regulations, and other information legislation and Codes of Practice		Yes
4	Good awareness of public sector information security requirements and controls, and information risk management		Yes
5	Have a good understanding and knowledge of crowd safety legislation	Yes	
Skills			
6	Excellent verbal and written communication skills with the ability to engage with internal and external stakeholders at all levels	Yes	
7	Excellent organisational skills with a flexible attitude and the ability to adapt and respond to a busy and varied workload and manage competing priorities	Yes	
8	Ability to produce high quality minutes which include commercial and confidential information	Yes	
9	Ability to work to agreed deadlines, targets and KPIs autonomously and with limited supervision as well as collaboratively as part of a team	Yes	
10	Strong attention to detail	Yes	
11	Excellent problem-solving skills – having a positive and creative attitude to problem solving	Yes	
12	Strong analytical, numeric and critical reasoning skills		
Behavioural Qualities			
13	Possesses a high degree of integrity and proactive responsibility for inclusion and diversity which can be demonstrated through lived and/or worked experience	Yes	
14	A genuine team player	Yes	
15	Ability to work under pressure and to tight deadlines, with the ability to provide positive challenge, and to bring forward and address issues swiftly and effectively	Yes	
16	Demonstrate behaviours aligned to London Stadium values	Yes	