

# JOB DESCRIPTION

<b>POST:</b>	<b>SENIOR LEISURE OFFICER</b>	<b>POST NO: PX14</b>
<b>DIVISION:</b>	<b>MAJOR PROJECTS &amp; COMMERCIAL SERVICES</b>	
<b>GRADE:</b>	<b>SCALE I/J - (CAREER GRADE)</b>	
<b>ANY SPECIAL CONDITIONS:</b>		
(a)	Career Grade  Scale I - Postholder able to carry out the majority of all duties of the post, but requiring additional training, supervision and/or experience.  Scale J - Postholder able to carry out full duties of the post with minimal supervision.  Progression to Scale J is at the discretion of the Head of Service having regard to the competence of the postholder and the availability of work at the appropriate level.	
(b)	Essential user car allowance (currently under review).	
(c)	Standby allowance (currently under review).	
(d)	Some evening and/or weekend working may be required for which time off in lieu will be paid by agreement with the Head of Service. Any lieu time must be taken within one month after which it will be discounted.	
<b>RESPONSIBLE TO: PARTNERSHIP SERVICES MANAGER (PX2)</b>		
<b>RESPONSIBLE FOR (POSTS):</b>		
<b>MAIN PURPOSE OF POST:</b>		
To be responsible for the client management of sport, leisure, community and cultural facilities. Currently these include K2 Crawley, the Bewbush Gym and associated facilities, The Hawth, Ifield and Oriel Sports Centres and the Broadfield Stadium.  To lead and support capital and corporate investment projects including the Planned Maintenance Programme for the sport, recreation and cultural facilities.		
<b>SPECIFIC DUTIES OF POST:</b>		
(a)	To ensure implementation of agreed council procedures and processes relating to the client management function for sport, leisure, community and cultural facilities.	
(b)	To maintain a positive working relationship and regular dialogue with contractors, lessees and other third parties ensuring such parties adhere to their respective contractual agreement responsibilities for the facilities they are directly managing.	
Continued overleaf		

## **SPECIFIC DUTIES OF POST Continued**

- (c) To identify service requirements, prepare service specifications and contract documentation and to assist in tender evaluation and contractor negotiation.
- (d) As required, to represent Crawley Borough Council formally at Board and Management Committee meetings with partners and leisure management contractors.
- (e) To assist in the preparation, implementation and review of systems and procedures for contract monitoring to ensure service standards are maintained.
- (f) To lead in and to assist in the implementation of capital projects which enhance the reputation of Crawley as a town with high quality leisure facilities.
- (g) To manage the Quest Quality Management scheme on behalf of the client covering Active Communities and Facilities Management.
- (h) To work with Governing Bodies of Sport, Sport England, The Arts Council and other partners in seeking to secure funding for the development and refurbishment of community leisure facilities for which the postholder is responsible.
- (i) To ensure that relevant legislation, regulations (including licensing) and council procedures are applied to the management of sport, recreation, community and cultural facilities.
- (j) On behalf of Community Services, to prepare and manage the Planned Maintenance Programme for sport, recreation, community and cultural facilities for which the postholder has responsibility.
- (k) To authorise payments, variation orders and other necessary documentation to contractors and ensure that annual costs for each service area are maintained within budgetary allocations.
- (l) To investigate and ensure that all complaints or enquiries from Members, residents, contractors and other directorates are satisfactorily resolved.
- (m) To advise members of the public, clubs and other agencies on any issues relating to sport and recreation.
- (n) To carry out such duties as the line manager may, from time to time reasonably require.
- (o) To carry out all duties in accordance with relevant legislation, council policies, procedures and standards.
- (p) To actively promote the council's Corporate Equality Statement and demonstrate the standard of conduct which prevents discrimination taking place.
- (q) To ensure full compliance with the Health and Safety at Work Act 1974, the council's Health and Safety Policies and Procedures and all locally agreed safe methods of work.
- (r) To share the council's commitment to safeguarding and promoting the welfare of children, young people and adults at risk as outlined in the CBC Safeguarding Policy.
- (s) To ensure that all duties are carried out in compliance with both environmental legislation and a commitment to the council's Environment Policy.

NOTE: The duties listed are in general terms only and detailed variation in job content may be expected to occur.

**AMENDMENT DATE: November 2021**

## CANDIDATE SPECIFICATION

(This is for information only and should be retained by the applicant)

<b>POST:</b> SENIOR LEISURE OFFICER	<b>POST No:</b> PX14
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CHARACTERISTIC	SPECIFICATION	
	ESSENTIAL	DESIRABLE
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>• Analytical.</li> <li>• Ability to communicate issues clearly both orally and in writing.</li> <li>• Diplomacy and good organisational skills.</li> <li>• Ability to manage, motivate and support staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to establish logical sequential systems to undertake work.</li> <li>• Ability to represent and respond to local sporting community interests.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of the enabling role of local authorities and the client role in leisure services.</li> <li>• Knowledge of the processes associated with new sports, leisure, community and cultural facility development.</li> <li>• Knowledge of the principles of sports and arts development.</li> <li>• Knowledge of Quality Assurance Systems.</li> <li>• Understanding of Health and Safety legislation and good practice and its application to Leisure Services.</li> <li>• Sports, leisure and / or theatre facilities operational management.</li> <li>• Public sector operational management relating to leisure services</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of current relevant statutes, regulations and codes of practice in relation to leisure facilities and activities.</li> <li>• Marketing awareness.</li> </ul>
<b>QUALIFICATION AND TRAINING (VERIFICATION WILL BE REQUIRED)</b>	<ul style="list-style-type: none"> <li>• Qualifications which demonstrate literacy and numeracy skills and an interest and understanding of leisure management.</li> <li>• Full and current UK driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• Quality Assurance system training.</li> <li>• Relevant Health and Safety training.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Significant leisure management experience within a local authority context with demonstrable record of achievement.</li> <li>• Project management experience relating to the development of new or refurbished sport, leisure, community and / or theatre facilities.</li> <li>• Experience of reviewing and establishing new facility management arrangements.</li> <li>• Contract management within a customer service context.</li> </ul>	<ul style="list-style-type: none"> <li>• Sports and leisure management, theatre management and/or sports development.</li> <li>• Special events experience.</li> <li>• Quality Assurance systems and auditing.</li> </ul>
<b>QUALITIES</b>	<ul style="list-style-type: none"> <li>• A positive attitude towards customer services issues</li> <li>• Ability to work on own initiative within time and work parameters.</li> <li>• Ability to meet objectives/deadlines.</li> <li>• Ability to work within a demanding environment.</li> <li>• Ability to co-operate and work effectively with others as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiasm and innovative qualities.</li> </ul>
<b>SPECIAL CONDITIONS</b>	<ul style="list-style-type: none"> <li>• Willingness to work evenings/weekends which includes evening committees and attendance at weekend events.</li> </ul>	<ul style="list-style-type: none"> <li>• May be required to work irregular/varied hours to meet the needs of the service.</li> </ul>

	<ul style="list-style-type: none"><li>• On call (telephone) in case of emergencies.</li></ul>	
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