

Job Description	
Job Title	Leisure and Health Manager
Service Unit	Leisure, Recreation and Health
Grade	Grade N
Responsible To	Director – Leisure, Recreation and Health
Responsible For	Sports, Health and Civic Hall teams
Terms and Conditions	NJCLGS Statement of Particulars
Date Created/Amended	July 2020

Job Purpose	
1.	To deliver a Sports and Health Development Service that ensures all residents of the Borough have the opportunity to participate in sport, recreation and other activities which maintains or improves their health and wellbeing.
2.	To have overall responsibility for management of the Civic Hall.
3.	To manage the Leisure Contract and Monitoring Officer.

Main Activities (Corporate)	
1.	Be committed to the Council's Vision and carry out work within the spirit and intention of its core values.
2.	To provide strategic and operational leadership of the sports development and Civic Hall teams in line with the Council's corporate objectives and delivering Our Future targets.
3.	To liaise with other officers of the council and attend management training pertinent to the post.
4.	To contribute to a creative and open environment within the Leisure, Recreation and Health Team where employees feel supported, involved and consulted.
5.	To make use of the technology available to improve communication and service delivery within the Team, the Service Unit and the Council as a whole.
6.	To carry out all work within the spirit and intent of relevant legislation and Council policy and procedures, e.g. Equal Opportunities, Health and Safety, Customer Care, etc.
7.	To work in accordance with the Health and Safety at Work Act 1974.
8.	To undertake personal development commensurate with the duties and responsibilities of the job.
9.	To assist in collating, delivering and reviewing service standards, quality and performance targets within the Leisure, Recreation and Health Service Unit.

Main Activities (Service Related)	
1.	To develop a strategy that will provide all residents with the opportunity to participate in sporting, physical and other activities that will improve their health and wellbeing.
2.	To act as a project lead on the delivery of the Councils Leisure Strategy, including the delivery of new leisure facilities working with partners, including Sport England and external consultants.
3.	To ensure the operational aims of the teams are met, including the delivery of a programme of activity that contributes to the Council's cultural, wellbeing and physical activity targets.
4.	Deliver the targets set out in various strategies, ensuring the Council activity is appropriate and is measurable and report on these as required.
5.	To lead on the operational delivery of sport, leisure and active recreation-related activities which may also require liaising with and supporting colleagues in delivering actions to support strategic health and wellbeing plans.
6.	Work with all sport, leisure, cultural, educational and health providers/commissioners in maintaining and extending recreational provision for NBBC and its residents.

7.	Ensure effective communication networks are in place, accessible by all deliverers of cultural, sport and recreational activity.
8.	Establish and maintain data relating to the performance of the service and collate additional data relating to the participation, activity levels and health indicators within the borough.
9.	Act as liaison officer between the Council and major sporting organisations who manage facilities via lease or asset transfer arrangements.
10.	To be responsible for the financial management of the budgets allocated to the post holder and to be aware and take account of financial issues within the same unit as a whole.
11.	To be responsible for securing external funding either working alone or in partnership with sport, leisure and health partners to maximise opportunities for Nuneaton and Bedworth Borough Council and its residents in maintaining and / or improving its facilities and activities.
12.	Manage projects related to sport development and other relevant initiatives and assist in wider NBBC projects to support corporate objectives.
13.	To be the lead contact with Elected Members and other stakeholders in accordance with the Council's policies and procedures, including producing reports supported with research and recommendations to relevant committees and Cabinet.
14.	To be responsible for the overall management of the Council's Civic Hall venue which will include ensuring appropriate promotion of the venue and maximisation of income.
15.	To recruit, develop, motivate and appraise those employees for whom the post holder has direct responsibility in order to make the optimum use of human resources and provide high quality standards of service and customer care.
16.	To be responsible for the delivery of leisure activities by the council including the procurement, delivery and monitoring of these activities.
17.	To be the appointed officer for the management of the leisure contract.
18.	To be responsible for the reporting of performance by the Councils Leisure provider and to attend Cabinet, OSP's and working parties, as required from time to time.
19.	Joint responsible for Borough Lottery delivery and management for NBBC.
20.	Any other duties commensurate with the post.

Notes On Special Conditions Of Service

1.	This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers.
2.	Level 1 car user.
3.	One professional fee paid.
4.	Politically restricted post.

Person Specification				
Job Title		Leisure and Health Manager		
Category	Essential/ Desirable	Criteria		How Identified
Experience	E	1.	Recent and extensive experience of managing within a leisure and/or recreation environment.	2+4
	E	2.	Significant understanding of working with leisure, sport and health partnerships.	2+4
	E	3.	Experience of delivering sport and/or community programmes and projects.	2+4
	E	4.	Experience of effective working with external organisations, local communities and multi-agency forums.	2+4
	D	5.	Experience of managing a team and personnel issues such as Recruitment, Disciplinary, etc.	2+4
Qualifications	E	6.	Educated to level 6 on the national qualifications framework in a relevant subject	2+5
	D	7.	Project Management qualification.	2+5
Knowledge, Skills and Abilities	E	8.	Customer service skills including the ability to deal effectively with challenging situations and resolve customer enquiries/ complaints.	2+4
	E	9.	Excellent communication skills - both oral and written.	2,3+4
	E	10.	Effective team leadership, motivational and interpersonal skills to achieve results from a team.	2+4
	E	11.	Good time management, planning and organisational skills.	2+4
Personal Qualities	E	12.	Confident with good public speaking and presentation skills.	3+4
	D	13.	Ability to enthuse, particularly other departments and organisations that will enhance the service.	4
Other Factors	E	14.	To understand and be committed to the Council's Core Values and Vision.	2+4
	E	15.	Ability to be flexible in working arrangements.	4
	D	16.	Understanding of Health and Safety legislation relating to the service	2
	E	17.	An understanding of equality issues relating to the provision of the service and within the work place.	2+4

1 = test prior to shortlisting 2 = application form 3 = test after shortlisting
4 = interview 5 = documentary evidence

Criteria identified by "2", either singly or in combination with any other number, will be used for shortlisting purposes and details should appear on the application form.

Employment Profile												
Job Title	Leisure and Health Manager											
Competencies		Column 1								Column 2	Column 3	Column 4
Behavioural	N/A	A	B	C	D	E	F	G	H			
Communication								X				
Supporting/ Managing Change								X				
Managing Performance of Others								X				
Managing People								X				
Managing Your Job								X				
Job Attributes								X				
Relating to Others								X				
Decision Making								X				
Generic												
Financial Acumen								X				
Health and Safety						X						
Tools/Equipment/IT					X							
Project Management					X							
Education							X					
Other Factors												
Financial Transactions						X						
Environmental		X										
Physical Demands				X								
Emotional Demands				X								
Column 1 Place an X to show job profiles scores (can only be in A, C, E or G) Place O to show person profile scores from discussion with employee (can be placed in all columns)										Column 2 Identify the priority development 1-5 Where 1= High 5= Low	Column 3 Enter any comments to reflect/justify decision	