



## **JOB DESCRIPTION**

### **PUBLIC HEALTH**


<b>JOB TITLE</b>	Sport & Recreation Manager
<b>SERVICE AREA</b>	Health Improvement
<b>GRADE</b>	Operational Manager Professional (People) Band 13 (OM1)
<b>RESPONSIBLE TO</b>	Head of Service – Health Improvement
<b>POST REFERENCE</b>	101444

### Purpose of Post

- To provide visionary leadership and management of the Council's Recreation services, delivering objectives and financial targets ensuring that these are consistent with overall strategic aims, identifying and securing the resources needed and gaining the commitment of staff and key stakeholders.
- To manage the resources of the team including work allocation, quality management, budget control and the provision of supervision and appraisal
- To ensure statutory duties within the remit of the post are met.


### Key Relationships

1. To work closely with existing and potential users, as far as possible ensuring their requirements are met by the service provided and to improve participation/throughput, user experience and financial performance.
2. To work locally and regionally with a range of existing and potential internal and external partners to promote the benefits of active participation in sport and recreation and co-ordinate programmes of activity and services that meet the needs of Hartlepool residents.
3. To establish and maintain liaison with all Council Departments as well as local, regional and national agencies to the benefit of services to the public.

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4. To undertake an enabling role with local organisations and voluntary groups to promote the provision and availability of sport and physical activity for the whole community.


### **Service Remit**


1. Effective performance management of operational service delivery, which meets the specific and general requirements of all customers.
2. Ensuring service delivery is delivered by the most efficient means for customers and cost effective for the Council.
3. Finding ways of integrating services to achieve efficiencies and improve quality of service delivery.
4. To manage the resources of the team including work allocation, quality management, budget control and the provision of supervision and appraisal.
5. Building a valued confident, developed, empowered and innovative workforce. Ensure employees feel valued and understand their role in achieving the Council's vision and objectives in a supportive and learning environment which protects and enhances their personal well-being.
6. To ensure that working procedures and practises within the team comply with the Council's statutory duties, policies and procedural guidelines.
7. Ensuring the provision/commissioning of safe, effective and high quality services that are responsive to local need and are provided within a clear quality framework and comply with the statutory duties which fall under the responsibility of the post holder.
8. To maintain up to date knowledge of legislation and national policy and to ensure the team are briefed on changes and emerging best practice.
9. To ensure that effective mechanisms are in place to deal with complaints.
10. To brief the Strategic Manager/Head of Service and refer issues to them as appropriate.
11. To agree with the Strategic Manager/Head of Service the annual work programme for the team, implement and review it.
12. To initiate and develop procedure and practice to improve service delivery, which ensure compliance with legislation and/or national standards.

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13. To listen and respond to clients and customers using advising, guiding, negotiation or persuasion skills.
  14. Ensure appropriate risk management arrangements for the team are in place.
  15. To undertake cross organisational team working.
  16. Continuously striving to reduce the team's costs and maximise income.
  17. Providing professional or technical advice in relation to the team's area of responsibility.
  18. Working with relevant partners and stakeholders in a spirit of partnership and collaboration and develop effective working relationships.
  19. Responsible for maximising the extent to which services are delivered directly to the user.
  20. Continuously uses Business Process Re-engineering to rationalise and reduce bureaucracy and duplication.
  21. To ensure equalities and diversity issues are effectively assessed, planned and implemented.
  22. To undertake higher level case work in relation to the service.

### **Specific Duties Relating to the Post**

1. Responsible for the management and operation and development of the Recreation service area and facilities to ensure that the service develops an active role in contributing to Sport & Physical Activity, Public Health, Green Spaces and environmental related agendas.
2. Responsible for the development, implementation and regular review of all operational policies and procedures for the service and facilities and compliance with all relevant legislation, particularly health and safety. This will include the requirements of the Adventure Activities Licensing Authority.
3. Ensure opportunities for access and participation to the service and facilities through targeted programmes of activity and events exist and that these services reflect the needs of users and potential users.

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4. To represent the Authority as part of the Carlton Outdoor Education Centre Steering Group and foster a good working relationship with the Carlton Trustees.
  5. To provide representation on the Educational Visits Panel, providing advice and guidance on any outdoor activity educational trips.
  6. To provide support to the Head of Health Improvement in the development, monitoring and delivery of the Indoor Sports Facilities and the Playing Pitch Strategies for the Borough. This will include the development of any new indoor or outdoor facilities as a result of new capital investment.
  7. To support the Head of Health Improvement by coordinating the development and delivery of the wider Sport & Recreation service plan and all matters relating to performance and risk management.
  8. To work closely with local Planners providing advice and guidance on all planning applications in respect of developer contributions for new facilities and pitches in accordance with the Local Plan and to ensure the protection of all playing fields in the Borough..
  9. To actively market and promote the use of the services to the widest possible audience, ensuring a comprehensive range of good and timely user information is available and maximum throughput and usage is achieved.
  10. Work in partnership with the Regional and National Governing Bodies of Sport and other agencies to promote the use of the services to the benefit of all concerned.
  11. To develop and introduce new business opportunities for the services under the post holder's direct management and to contribute expertise and support for the same to the wider Sport & Recreation function. This will include identification, funding, market research, feasibility, development, implementation, monitoring and evaluation to enhance or develop efficiencies in all aspects of the services.
  12. Lead and inspire staff in working effectively together to take responsibility to achieve results, maximise income generation and drive the performance of the services forward.
  13. Representing the Authority, maintain and develop effective working relationships with external partner organisations and other Council services in order to maximise service improvement and enhanced cooperative working.

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14. Ensure that effective performance management (including relevant service accreditation), monitoring and review arrangements are put into place to achieve objectives, outcomes and business plans as part of a culture of continuous improvement.
  15. To contribute to the forward planning for the wider Sport & Recreation service and assist in the development and implementation of plans or strategies as well as developing funding bids aimed at securing additional resources.
  16. Ensure that the implications of trends, developments in legislation, professional practice, demography and external research are evaluated and incorporated into the operational plans for the service.
  17. Prepare reports and statements and attend meetings as required by the Head of Health Improvement .
  18. Any other duties of a related nature that might reasonably be required and allocated by the Head of Health Improvement .

### Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: November 2015

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**