**JOB DESCRIPTION**

**ADULTS AND COMMUNITY BASED SERVICES**

**JOB TITLE:** HEAD OF LEISURE FACILITIES, RECREATION AND PARTICIPATION.

**DIVISION:** PREVENTATIVE AND COMMUNITY BASED SERVICES

**GRADE:** BAND 15

**RESPONSIBLE TO:** ASSISTANT DIRECTOR – PREVENTATIVE AND COMMUNITY BASED SERVICES

**POST REFERENCE:**  SR-107462

**Purpose of Post**

* To provide visionary leadership and management of the Council’s leisure, recreation and participation sections. 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 ensure robust business analysis, a key focus on customer experience and providing diverse opportunities for future development and sustainability of facilities and services.
* To ensure statutory duties within the remit of the post are met.

**Key Relationships**

1. To work managers and officers of the Council’s leisure, recreation and participation services to ensure services are meeting the needs of existing and new service users 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 provide high quality services and raise the profile of active participation ensuring services 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.
4. To be a key member of Senior Leadership within Preventative and Community Based Services ensuring that services fulfil their potential through the delivery of social and commercial targets.

**Service Remit**

1. Responsible for the provision (including optimising delivery of services, and ensuring they are undertaken in a responsive, efficient and effective manner) of the following:
2. Finding ways of integrating services within the division to achieve efficiencies and improve quality of service delivery.
3. Managing the service, building a valued, confident, developed, empowered and innovative workforce. Directing and supervising the teams within the function.
4. 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.
5. 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. Working with and influencing relevant national and regional organisations, partners and stakeholders in a spirit of partnership and collaboration and develop effective working relationships.
7. To promote and undertake cross department and organisational team working.
8. Develop and articulate the services vision to ensure its delivery to meet statutory obligations, policy objectives and value for money.
9. Responsible for the long term strategic service planning and delivery, ensuring efficient and effective use of the services available resources (financial, human and physical) and the commitment to improve within a whole systems approach.
10. Responsibility for maximising the availability of all funding sources, including gaining external funding to enhance service delivery and continuously striving to reduce the services costs.
11. Responsible for the co-ordination of delivery of services, ensuring they are undertaken in a responsive manner.
12. Ensuring that synergies are considered across services to ensure maximum effectiveness.
13. Responsible for maximising the extent to which services are delivered directly to the user.
14. Responsible for ensuring the appropriate risk management arrangements for the service are in place.
15. Engaging with and developing relationships with elected members, clients and customers.
16. To plan, manage and be accountable for the services business plans and work programmes, ensuring they are effective with specific measurable outcomes.
17. Responsible for maintaining and improving the quality of the service.
18. To lead on initiating and developing policies for the whole service area.
19. To maintain up to date detailed knowledge of legislation and national policy and to ensure both the divisional management team and the service are briefed on changes.
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. Providing technical advice and is the principal source of professional advice in relation to the service.

**Specific Duties Relating to the Post**

1. To be responsible for the strategic management and development of the Leisure Facilities, Recreation and Participation sections including staff, assets and services and to ensure they have an active role in contributing to the Sport and Physical Activity, Health and Wellbeing, Social Care and Community Development Agendas.
2. To lead on strategic advice and guidance on the safe management and operation of all indoor water-space including on school sites in the Borough.
3. To lead on strategic advice and guidance on the safe management and operation of Outdoor Activity Provision across Recreation services.
4. To lead on the implementation of the Playing Pitch and Indoor Facilities and develop a multi-agency board to drive forward facility priorities for Hartlepool.
5. To actively work with the Assistant Director on feasibility, investment strategy and implementation programme for the development of existing and new assets and services.
6. To benchmark services regionally and nationally to embed best practice and opportunities for future delivery models across all services.
7. To work with the Head of Community Hubs and Well Being to identify service development priorities and deployment of resources appropriately.
8. To strategically drive forward a coordinated swimming offer across Hartlepool for the benefit of children being able to attain minimum standards in association to Swim England guidelines.
9. Strategically lead the development, implementation and regular review of all operational policies and procedures for all services and compliance with all relevant legislation, particularly health and safety.
10. Strategically lead in partnership with other members of Senior Management opportunities for access and participation to services through targeted programmes of activity, sports instruction and events and that these services reflect the needs of local communities.
11. To actively work with senior leadership teams across the whole system to align strategic priorities and maximise assets to support in the achievement of shared outcomes.
12. To strategically lead active marketing and promotion of 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.
13. Strategically work in partnership with the Regional and National Governing Bodies and other agencies to promote the use of the services to the benefit of all concerned.
14. 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.
15. Ensure that effective performance management (including relevant service accreditations), monitoring and review arrangements are put into place to achieve objectives, outcomes and business plans as part of a culture of continuous improvement.
16. To strategically develop and introduce new business opportunities for the services including identification, funding, market research, feasibility, implementation, monitoring and evaluation to enhance or develop efficiencies in all aspects of the service.
17. 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.
18. To contribute as a member of Senior Management to the forward planning for Preventative and Community Based Services and lead the development and implementation of plans or strategies as well as developing funding bids aimed at securing additional resources.

1. Strategically explore, plan and implement trends, developments in legislation, professional practice, demography and external research.
2. Prepare reports and statements and attend meetings and events as required by the Assistant Director.
3. Any other duties of a related nature which might reasonably be required and allocated by the Assistant Director.

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: March 2019.

**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.**