# **PERSON SPECIFICATION: HEAD OF LEISURE, RECREATION AND PARTICIPATION POST REF: 107462**

**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.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | * Relevant degree or equivalent in a sport/leisure/recreation/business discipline(F) * Management Qualification (F) * Evidence of continuing professional development (F) | Membership of a service associated professional body (F) |
| * **Work or other relevant experience** | * Substantial demonstrable senior management experience in the public sector or other relevant organisation including staff and resource management (F) (I). * Demonstrable management experience of delivering leisure and/or recreational services. (F) (I) * Commercial awareness and sound financial and business practice (T) * Experience of budget management at a senior level. (F) * Experience of working at a senior level to develop and implement strategies/policies for service development. (F) * Able to demonstrate solution focused and creative strategic skills required to develop the service. (F/I) * Ability to work as a member of the senior management team in developing strategic operational policies and activities (F/I) * Able to demonstrate understanding of the role services have on mental, physical and social wellbeing. (F/I) * Good Knowledge and awareness of leisure, recreation and other community based services (F/I) * Knowledge of national and local agendas and priorities and ability organise services to deliver them. (F/I) * Awareness and understanding of legislation as it applies to the delivery of sport, facilities and outdoor recreational services e.g. health & safety, safeguarding etc. (F) (I) * Experience of networking and strong partnership working in order to develop services in line with agreed outcomes (F) (I) * Experience of securing alternative sources of funding for delivery purposes (F) (I) | * Knowledge and awareness of quality assurance frameworks.(F) (I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | * Excellent communication skills (I) * Able to manage and supervise others and has good interpersonal skills to relate to diverse groups and individuals (F/I) * Improves performance by challenging established methods and initiating change (I) * Knowledge and experience of asset management and maximisation of community assets for improved financial and social outcomes (F/I) |  | |
| * + **General competencies** | * Energetic and enthusiastic with drive to achieve successful business and community outcomes (F) (I) * Ability to make sound judgements and decisions under pressure (I) * Able to inspire, motivate and lead others to put plans into action (I) |  | |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.