# PERSON SPECIFICATION: Assistant Manager Fitness DATE COMPILED: 13th July 2021

**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)**  | * Professional management qualification e.g. NVQ 3 in management studies or the equivalent (F) (I)
* Educated to A-Level standard or equivalent in a sport/recreation related discipline (F)
* (F) (I)
* Evidence of continuing professional development (F) (I)
* CIMSPA or equivalent Pool Plant Operators Certificate (F) (I)
* National Pool Management Qualification within 6 months of taking up the post
 | * Leisure related training qualifications (F)
* CIMSPA Membership (F) (I)
* NGB coaching qualifications (F) (I)
* QUEST – Internal Auditors Certificate (F) (I)
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| -  | **Work or other relevant experience** | * Experience in a junior management role of the successful management of sports facilities including swimming pool operation (F) (I)
* Effective experience of managing teams of staff (F) (I)
* Evidence of maximising opportunities to develop leisure facilities particularly in relation to swim development schemes (F) (I)
* Experience / knowledge of Quest (I)
 |  |  | * Experience of managing and controlling budgets (F) (I)
* Experience of marketing and promotion (F) (I)
* Experience of building, plant and equipment maintenance regimes, particularly relevant to swimming pools (F) (I)
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| -     | **Skills, abilities, knowledge and competencies** | * Customer focused with strong interpersonal skills (I)
* Ability to communicate effectively with excellent written, oral and presentational skills. (F) (I) (T)
* Good understanding of the legislative requirements of leisure facility operations (F) (I)
* Evidence of effective working with partners to deliver joint outcomes (F) (I)
* Computer literate (Microsoft packages) (F)
* Understanding of the equalities and diversity agenda (I)

  |  |    | * Knowledge of the use of information technology to support leisure facility operations (F)
* Knowledge and understanding of local and national issues and trends in the operation of leisure facilities (I)
* Knowledge of Govt policy for sport and physical activity (F) (I)
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|   - **General competencies**         | * Enthusiastic individual with drive to achieve successful outcomes (I)
* Organised, ability to manage heavy workloads and tight deadlines (F) (I)
* Active interest and knowledge of a variety of sport and physical activities (F) (I)
* Flexible approach to working within a seven-day service provision (F) (I)
* Able to travel independently (I)
 | * Consultation techniques (F) (I) (T)
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|  **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)**  |

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| **Mandatory/Essential Training** | **Frequency**  |
| Information GovernanceSafeguardingCorporate Health and Safety trainingEmployee InductionEquality and DiversityEPRFirst Aid At WorkNational Pool Plant Qualification | Within 3 Months Within 3 Months ASAP, as part of induction Within 3 Months Within 3 Months Within 3 Months Every 3 years Revalidation Every 3 years  |

# On-going Training Requirements

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| Any other corporate or industry specific training deemed necessary.  | As required  |

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.