# 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) |
| - | **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) |
| - **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) | |
| **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 Governance  Safeguarding  Corporate Health and Safety training  Employee Induction  Equality and Diversity  EPR  First Aid At Work  National 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.