**PERSON SPECIFICATION** DUTY OFFICER Job Reference (104271)

**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)** | * Recognised Management and Leadership Supervisory Qualification or commitment to undertake qualification within 6 months (F) (I) * Current St John Ambulance First Aid Qualification or the equivalent (F) * Evidence of continuing professional development (F) (I) | * Leisure related training qualifications (F) * Membership of a leisure related professional body (F) (I) * NGB coaching qualifications (F) * ISRM Pool Plant Operators Certificate (F) * Current Pool Lifeguard Qualification (F) * RLSS Pool Lifeguard Trainer/Assessor qualification (F) |
| * **Work or other relevant experience** | * Experience in a supervisory capacity within a leisure facility (F) (I) * Effective experience of managing teams of staff (F) (I) * Conversant with current Health and Safety Legislation / Regulations with practical experience (F) (I). | * Experience of reception operation including cash handling (F) (I) * Experience of leisure specific quality assurance systems and accreditation, e.g. Quest (F) (I) * Experience of building, plant and equipment maintenance regimes (F) (I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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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) | |
| * **Skills, abilities, knowledge and competencies** | * Customer focused with strong interpersonal skills (I) * Ability to communicate effectively with excellent written and oral skills. (F) (I) * Able to lead, train and motivate staff to deliver service outcomes (F) (I) * Numeracy skills (F) (I) (T) * Computer literate (Microsoft packages) (F) * Understanding of the equalities and diversity agenda (I) | * Cash handling skills (F) (I) * Good understanding of the legislative requirements of leisure facility operations (F) (I) * Knowledge of trends and Govt policy for sport and physical activity (F) (I) | |
| * + **General competencies** | * Enthusiastic individual with drive to achieve successful outcomes (I) * Able to make sound judgements and decisions under pressure (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) | |
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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.