JOB DESCRIPTION
COMMUNITY SERVICES

POST:	Assistant Manager
SALARY GRADE:	Grade G
HOURS OF WORK:	Up to 37.00 hours per week
RESPONSIBLE TO:	Under the direction of the Leisure Operations Assistant Team Manager
JOB PURPOSE:	To assist with the operational management of Council leisure facilities ensuring high standards of cleanliness, customer care and health & safety.
DUTIES:	To lead shifts as the responsible member of staff on duty, providing supervision for a number of staff including Leisure Assistants, Receptionists and Instructors.
	To assist with the programming of the Council leisure facilities including swimming pool, group exercise programme and 3G pitches.
	To contribute to the performance management of the Council's health & fitness membership products by leading the team ensuring the appropriate sales and retention processes are followed.
	Under the direction of the Leisure Operations Assistant Team Manager, assist in the performance management of (The Councils leisure centre and associated staff), in accordance with the Council's employment policies and procedures. Responsible for assisting the Leisure Operations Assistant Manager/Leisure Facilities Manager with: • Recruitment, induction, service specific training and 1.1 meetings • Ensuring employees attend mandatory corporate and statutory training • Providing supervision, managing performance, conducting annual PDR's • Managing any absence, performance or disciplinary matters at the informal stage and stage 1 where directed by the Leisure Operations Assistant Team Manager • Health and safety - including risk assessments and employee well-being • Ensuring appropriate service cover and staffing ratios • Authorisation of leave, other absences and training requests in consultation with the Leisure Operations Assistant Team Manager • To be aware of/support employees within the Service Team who have a duty to demonstrate continuing professional development (CPD) in order to obtain/retain membership of their professional body
	Placing/approving orders in accordance with budget delegations and the Council procedures for procurement and financial management
	To lead on specific areas of responsibility under the direction of the Leisure Operations Assistant Team Manager, including but limited to operational

	rotas, lettings, health & fitness memberships and Swim Academy co-ordination.
	To support the Leisure & Health Team Manager & Leisure Operartions Assistant Team Manager with service wide projects where required
GENERAL DUTIES	To comply with all policies and procedures of the Council.
	To behave at all times with a high degree of professional and personal integrity and probity so as to ensure trust is maintained in the work undertaken by the post holder and in relationships with staff and customers of the Council and other organisations.
	To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with the Council's Safety Policy and relevant legislation.
	To ensure that the principals of equality of opportunity and recognition of the benefits of integrating diversity are actively pursued within the services provided by the Council and its employment policies, practices and procedures.
	To participate actively in supporting the principles and practices of equality of opportunity as laid down in the Council's Single Equality Scheme.
	To demonstrate the behaviours identified in the Council's Behavioural Framework.
	To undertake any other duties that may be required.
PRINCIPAL WORK RELATIONSHIPS	Frequently - Directors, Team Managers, Employees, General Public Occasionally - Councillors, Chief Executive, other Councils and Partner Organisations

PERSON SPECIFICATION
COMMUNITY SERVICES

Job Title: Assistant Manager	**Service area:** Leisure Services	**Grade:** G
Location: Leisure Centres & Hybrid Working	**Hours:** 37.00 Per Week	**Reports to:** Leisure Operations Assistant Team Manager

The Person Specification outlines the main attributes needed to adequately perform the post vacant post. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those attributes\criteria which are ***essential*** for the post-holder to meet from day one and those that are ***desirable*** i.e. can be developed over a reasonable period of time through appropriate training and development. The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and short listing candidates.

FACTORS	ESSENTIAL	DESIRABLE	MEASURED BY
Qualifications	NVQ Level 2 Leisure Operations (or equivilant) First Aid at Work Qualification Pool Plant Operators Certificate	RLSS National Pool Lifequard Qualification STA Award/Certificate in Teaching Swimming Level 2 Gym Instructor	AP&I
Experience	Experience of leading and superivising a team of multi-discipline staff in a leisure environment Experience of leisure management booking systems Experience of swimming pool plant operations Experience of the delivery of learn to swim programmes	Experience of working in leisure facilities operated under a joint use model	AP&I
Knowledge	Knowledge of factors affecting the leisure industry and associated trends		AP&I

Skills & Competencies	Excellent written and verbal communication skills. Able to offer well reasoned and communicated ideas for service improvements Strong digital skills and effective use of a range of MS packages. Excellent time management skills. A positive can do attitude with the ability to motivate staff		AP&I
Special Working Conditions	The post is covered by NJC (Green Book) and South Staffordshire Council Terms and Conditions of Employment. You may be required to work from any Council establishment in South Staffordshire or on occasions outside South Staffordshire. Any other duties commensurate with the grading of the post, which the post holder may from time to time be requested to undertake by the Assistant Director Community Services. Due to the nature of the services, some work may be required outside normal hours in order to fulfil the duties of the post and meet the demands of the service, for which time off in lieu will be provided. Possession of current valid driving licence and own vehicle for carrying out duties, for which a casual user car allowance is applicable		AP&I

Special Working Conditions (Cont'd)	This post has been identified as one requiring checks for possible criminal background. Disclosure checks will be made through the Disclosure and Barring Service and this, or any other, offer of appointment is subject to satisfactory clearance The Code of Practice on the English Language Requirement for Public Sector Workers (the fluency duty) applies to this post. Therefore, an ability to fulfil all spoken aspects of the role with confidence through the medium of English is essential for the post		