Dear all

At our previous round of Staff Engagement Sessions, we committed to sharing draft job descriptions for the exciting roles within South Lake Leisure Centre.

We would eventually like to introduce these JDs throughout Indoor Leisure during the process of harmonisation but that is a little further down the line.

Please, therefore, see attached draft documentation as promised. These drafts are the output of a small but highly collaborative working group involving representatives from HR, Leisure management and the trade unions.

We would emphasise that these are very much initial drafts and we would really value your comments and thoughts on the content of the job descriptions.

There will be an opportunity to ask questions or make initial brief comments at the next series of engagement sessions. However, we would ask you to take copies of the JDs away and after careful consideration, feed your comments and thoughts back to us through the Leisure Champions, your line manager or HR. We would welcome your thoughts by the end of December.

We commit to gathering the feedback, carefully considering it and amending the JDs, as appropriate, during January. These will then be re-circulated for information, evaluated and formally consulted upon with the wider trade union grouping.

We would remind everyone that we are very happy to hold small group meetings or meet employees on an individual basis to answer your questions or address any issues.

We look forward to hearing your thoughts and comments on these roles.