**PERSON SPECIFICATION** 

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| POST | Duty Manager |
| **DIRECTORATE** | People |
| **DEPARTMENT** | Health and Recreation  |
| **LOCATION** | South Lake Leisure Centre  |

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| **FACTORS** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| Qualifications and training | * Third level qualification in a relevant discipline.

Applicants who do not possess a relevant 3rd level qualification must demonstrate five years’ relevant experience as below. | * Sports/Physical Activity qualification.
 | Application |
| Experience | * + Two years’ experience of supervising a team of staff to include each of the following:
* Identifying and resolving service delivery issues and implementing improvements to services;
* Persuading/influencing and implementing change;
* Understanding of HR policies and processes and experience of implementing them;
* Identifying and successfully achieving increased income and/or efficiencies.
 | * Supervision of leisure facilities.
 | Application/Interview |
| Key skills, knowledge and attributes | * Ability to identify and implement change;
* Excellent oral and written communication skills;
* Excellent planning and organisational skills;
* Visible supervisory skills, with the ability to motivate others to achieve positive change;
* Flexible approach to work demands;
* Understanding of health and safety requirements.
 | * Ability to use commercial skills.
 | Application/Interview |
| Driving |  |  |  |
| Working Arrangements/Flexibility | 37 hours per week. The post holder will be required to work outside normal hours including Bank Holidays, evenings and weekends and will be required to respond to out-of-hours enquiries to facilitate the needs of the Service.  |  | Application/Self-assessment |