**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 |