

JOB DESCRIPTION

J OB TITLE: Senior Leisure Assistant

J OB NO:

GRADE: GR 3 *(consultation grade - subject to formal evaluation under the Pay Equity Review)

DIVISION: Sport & Leisure

NO OF POSTS: 1

SECTION: Alexander Stadium

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: **NO**

1.0 J OB PURPOSE

- 1.1 To undertake the full range of duties of a Senior Leisure Assistant as outlined below.
- 1.2 In carrying out these duties you will be the 'team leader' in co-ordinating and supervising the work of New Recruits and Leisure Assistants by adopting a policy of 'lead by example'.

2.0 DUTIES AND RESPONSIBILITIES

- 2.1 Co-ordinating the work patterns and practices of Leisure Assistants and New Recruits.
- 2.2 Undertake own duties in a positive manner and so lead by example.
- 2.3 Liaise with duty officer / manager on all aspects of the operation to ensure the safe and efficient running of the service.
- 2.4 Be a nominated 'first aider' and so take the lead/give appropriate support in emergency situations requiring first aid skills.
- 2.5 Undertake responsibility for one or more areas of staff training, on a regular basis, this will include co-ordination, preparation, monitoring and reporting procedures.
- 2.6 Carry out routine administrative work as may be designated including time sheets, accident reports, repair requisitions etc.
- 2.7 Undertake plant operation duties.
- 2.8 Provide cover for Receptionists, as required.
- 2.9 Take responsibility for building security, as required.

2.10 Be involved in the disciplinary process.

2.11 Such other related duties as may be from time to time be assigned, arise or be developed that are consistent with the grade of the post.

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: Assistant Leisure Manager (Gr 4)

JOB NO:

3.2 LEVEL OF SUPERVISION

Left to work within established guidelines subject to scrutiny by supervisor.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	GRADE	NO OF POSTS	LEVEL OF SUPERVISION*
Leisure Assistants	GR2		
Cleaners	GR2		
Receptionists	GR2		
Coaches	GR2		
Instructors	GR2		

*Use 1,2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

DBS check required for the post	Yes		No	
Level of check required	Standard			
	Enhanced			
	Enhanced with barred list check - Adults			
	Enhanced with barred list check - Children's			
	Enhanced with barred list check – Adults & Children's			

- 5.1 Duties to be carried out during evening and weekends, as required, as part of an agreed normal work pattern. Work patterns can be changed, with due notice, to satisfy the requirements of the service.
- 5.2 Working locations can be changed, with due notice to satisfy the requirements of the service.
- 5.3 The job holder will be required to undertake training, as required.

Date: Sept 22	Name: Mark Byrne	Signature:
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Person Specification

Post: Senior Leisure Assistant

Grade: GR 3

Division: Sport & Leisure

Section: Alexander Stadium

Directorate: City Operations

**Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview;
T. = Test or Exercise; C. = Certificate; P. = Presentation.**

CRITERIA	ESSENTIAL	M.O.A.
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Education/Qualifications NB: Full regard must be paid to overseas qualifications.	Good standard of education, particularly in literacy and numeracy to be able to compile reports Must be prepared to continue with on-going professional development within the role	AF / I AF / I
Experience (Relevant work and other experience)	Industry Knowledge Demonstrates previous experience in a Marketing role	AF / I AF / I
Skills & Ability e.g. written communication skills, dealing with the public etc.	Able to speak an appropriate standard of spoken English as covered by Part 7 of the Immigration Act (2016) Excellent customer service skills Ability to sell products and services Excellent verbal communication and presentation skills Strong networking skills to build relationships with prospective and existing clients Proficiency in using smartphones and digital technologies to enhance communication Adept at using Customer Relationship Management (CRM) tools and data Excellent attention to detail Flexibility and willingness to learn new skills Problem-solving and creative-thinking skills Proven time management and prioritisation abilities In-depth knowledge of sales strategy, product demonstration and sales reports Ability to work in stressful situations Ability to work within a team environment.	I/P AF / I AF / I AF / I AF / I AF / I AF / I AF / I AF / I AF / I AF / I AF / I
Training	Demonstrate a willingness to undertake training appropriate to the post	AF / I
Other	<ul style="list-style-type: none"> You must have flexible working pattern to fit in with the needs of the business (some Bank holiday/evening/weekend work may be required). 	AF / I

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.

Date:	Name:	Signature:
Date reviewed:	Name:	Signature: