



## RUTLAND COUNTY COUNCIL

### JOB DESCRIPTION

<b>Post Title:</b>	Sports Development Manager
<b>Department:</b>	Places
<b>Section:</b>	Culture and Leisure
<b>Responsible to:</b>	Culture & Leisure Services Manager
<b>Responsible for:</b>	School Sports Development Manager Community Officer – Sport, Physical Activity and Health

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#### **Overall Purpose of the Post:**

To provide strategic leadership and management for Rutland's recreation and leisure services, (including front line library, culture, heritage, sport, physical activity and leisure provision) with particular responsibility for the development of partnerships and contracts with other agencies.

#### **Major Objectives:**

1. To provide improved opportunities for participation in recreation, leisure and sport for all members of the community
2. To improve Rutland County Council's recreation and leisure services for including sports, heritage, library, community and arts events
3. To formulate strategic plans and policies for the development of recreation and leisure in Rutland and advise the Council on compliance with statutory requirements
4. To manage, monitor and negotiate the councils sport, leisure, culture recreation and health contracts and SLAs, and act as the council's client officer in this regard.
5. To ensure the effective development of school sport and physical activity opportunities and competition across the county
6. To lead the recreation and leisure team
7. To lead the development of the Rutland Local Sports Alliance
8. To assist in developing and creating partnerships for leisure, recreation sport and physical activity between schools, clubs and the community.



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### **Principal duties and responsibilities:**

1. Under the direction of the Head of Service, plan and evaluate the provision of recreation and leisure services to ensure that services are delivered effectively and efficiently
2. Assist in the scoping, planning and development of the culture and leisure infrastructure of the County, including major capital projects and long term strategies
3. Deliver services to appropriate local and national standards
4. Manage, monitor and promote the provision of leisure & recreation services including the museum, castle, libraries, sport and recreation
5. Manage the performance and compliance of external contracts to deliver improved leisure and recreation services on behalf of Rutland County Council
6. Deliver enhanced school sport and recreation opportunities and competition for young people across the county
7. Maintain and develop the systems necessary to measure achievement of standards and performance
8. Negotiate and implement contracts and service level agreements with third parties to deliver leisure and recreation services where appropriate
9. Manage the day to day delivery of recreation and leisure services in Rutland
10. Represent the Authority on appropriate professional boards
11. Maintain effective communications with other relevant authorities, members and officers of the Council, the media, and statutory and community and voluntary organisations in order to promote the value of the service
12. Promote the service through effective communication and partnership working with other agencies
13. Take part in direct service delivery and projects as necessary to provide an effective service
14. Work across Council departments to provide cost effective services



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15. Assist with the organisation and running of Forums and Working Groups relating to the main activities with the post holder's area of responsibility
16. To be responsible for the preparation and administration of budgets for all functions within the post holder's responsibilities
17. To prepare monitoring reports, reports for Cabinet and Scrutiny (including attendance to present as required) and such other reports as may be necessary for Working Groups and Forums
18. To work with all other services within the Council to ensure a joined-up corporate approach to working
19. To participate in internal training and briefing sessions and to undertake Employment Appraisal interviews for any staff managed
20. To carry out such other duties as may be required from time to time which are consistent with the overall level and purpose of the job

### STANDARD CLAUSES

#### 1. Training

You will keep under review the training and developmental needs of staff, keep yourself informed of current issues and be alert to Rutland County Council's and other relevant bodies training programmes and policies.

#### 2. Welfare

You have a responsibility for staff welfare, guidance and support in conjunction with the Personnel and Training Section and other appropriate staff.

#### 3. Health and Safety

You will take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties.

Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures.



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You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

### **4. Equal Opportunities**

You will uphold Rutland County Council's Equal Opportunities policies and practices in accordance with the Council's Equal Opportunities Statement and Equality Scheme, to ensure the promotion of fair and high quality services to all.

### **5. Customer Care**

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Rutland County Council's Customer Care Policies. You will ensure efficient and effective implementation of customer care policies by staff whom you supervise.

### **6. Environmental**

You will take account of the environmental issues arising from any service developments and to familiarize staff with the County Council's green policies and established office and work practices.

### **7. Financial Management**

To be aware of your responsibilities under the constitution of the Council relating to financial and contract procedural rules.

To manage the budgets assigned to you in accordance with financial and contract procedure rules.

### **8. Technology**

Where appropriate you will work with computer and other new technology and associated systems as required and support staff in its use.

### **9. Other duties**

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.



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### JOB REQUIREMENTS

CRITERIA	ESSENTIAL	DESIRABLE	*METHOD OF ASSESSMENT
<b><u>QUALIFICATIONS/ TRAINING/EDUCATION</u></b>			
Educated to degree level in a relevant subject	✓		A/D
<b><u>EXPERIENCE / KNOWLEDGE</u></b>			
At least 3 years experience of working either at a senior management level in the active recreation environment.	✓		A/D
Significant experience of working in a customer facing service	✓		A/I
Experience of contract management and development of partnerships	✓		A/I
Significant experience of managing a multi functional team working across a number of sites.		✓	A/I
Experience of delivering a service within tight financial constraints	✓		A/I
Experienced in the use of technology as a communication medium.	✓		A/I
<b><u>OTHER SKILLS</u></b>			
Evidence of successful project management.	✓		A/I/T
Evidence of working with the public, private and successful partnerships Proven ability to lead and manage staff and support their development.	✓		A/I/T



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Good public speaking and presentational skills		✓	A/I
Confidence and diplomacy with negotiation skills.	✓		A/I
<b><u>OTHER CONDITIONS</u></b>			
Mobile and able to work from various locations	✓		A/I
Ability to be flexible in your working arrangements.	✓		A/I
<b><u>EQUAL OPPORTUNITIES</u></b>			
A good understanding of equalities issues and how to ensure they are addressed in a positive way in the work place.	✓		A/I
A positive attitude to the improvement of the understanding of equalities issues in the workplace and in the Community.	✓		A/I
<b>Prepared by:</b> R Clayton	<b>Designation:</b> Culture & Leisure Services Manager		<b>Date:</b> August 2013

**\* A = Application Form    D = Documentary evidence    I = Interview    T = Test**

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing officer must sign below. If changed, please submit both the original job description and amended job description to Human Resources.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)