

## Person Specification

<b>Job Title</b>	<b>Sport, Leisure and Libraries Manager</b>
<b>Grade</b>	PO5
<b>Service/Section</b>	Sport, Leisure and Libraries Services / Environment and Leisure
<b>Directorate</b>	Communities, Environment and Central

**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

<b>Criteria</b>	<b>Essential/ Desirable</b>
<b>Knowledge</b>	
1. Thorough knowledge of Sport / Leisure contract specifications, management of projects and service adaptation to changing demands.	E
2. Knowledge of all health and safety policies and practices associated with leisure operations, including running events, and risks associated.	D
3. Knowledge and experience of Council procurement policies and procedures.	D
4. Knowledge of the Sport and physical landscape, relating to local regional and national agencies including Sport England, London Sport, and NGBs.	D
<b>Skills and Abilities</b>	
1. Clear ability to effectively plan and organise a wide and challenging workload, work at pace with tight and demanding deadlines, which will require evening and weekend working at various times within the role.	E
2. Able to collect, understand, and interpret financial and statistical information relating to projects and programmes, and find solutions where necessary.	D
3. An ability to work effectively and achieve results in a business planning and target oriented environment.	D

Experience	
<p><b>Experience</b></p> <ol style="list-style-type: none"> <li>1. Substantial experience of leisure and facility management to understand the related Contract Compliance and monitoring performance of external providers. (E)</li> <li>2. Significant experience of undertaking contract reviews, designing specifications, commissioning projects, negotiating changes, and driving up service improvements. (E)</li> <li>3. Experience of liaising with key internal and external partners, to ensure the service is auditable, effective and efficient, and to influence, persuade and bring about change. (E)</li> <li>4. Significant Experience of strategy development/ action planning e.g. Greenwich Get Active and influencing others for the benefit of sport of Physical Activity for the residents of the borough. (E)</li> <li>5. Experience of communication at numerous levels, through written reports, presentations and ensuring the message are adapted to the various audiences. (D)</li> </ol>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
Equal Opportunities	
<p>Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.</p> <p>Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.</p>	<p>E</p> <p>E</p>