

Team Manager, Sport and Leisure

Council Offices, School Place, Kirkwall

At a glance:

Grade: J

Salary: As per advert

Allowances:

- Distant Islands Allowance, where applicable

Job Purpose:

Your work will involve day to day management of Sport and Leisure, which consists of Active Schools and Community Sports, Outdoor Education, Campsites and Hostels, Play Areas and sport facilities, including 7 Healthy Living Centres, along with coordination of strategy, policy and planning across Sport and Leisure Services.

For application support contact hrsupport@orkney.gov.uk or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Deputise for the Service Manager, Leisure and Libraries, as required, on matters relating to the delivery of Sport and Leisure Services, whether strategic or operational.

Contribute to the development and implementation of strategic documents such as the Physical Activity and Wellbeing Strategy.

Develop and maintain performance management systems to ensure compliance with quality standards for example through sportscotland partnership agreement.

Ensure all Sport and Leisure Services comply with legal, regulatory, policy and other requirements including health and safety legislation, fire safety, biosecurity, and emergency planning protocols.

Manage the day-to-day operations of Sport and Leisure Services, including visitor services, retail, winter work programmes and marketing activities ensuring the retention of standards, i.e. VisitScotland

Lead or support the delivery of capital projects and sporting events, ensuring alignment with service goals.

Represent the service at meetings, prepare reports for committees and lead public consultations as well as engagement with the public, service users, senior management and external agencies.

Ensure all Freedom of Information (FOI) requests are responded to within required timescales and investigate complaints and compliments to support service improvement.

Develop, review and implement internal policies and procedures to support service delivery and ensure compliance with relevant regulations.

Provide direct line management, supervision and support for all staff, including performance reviews, development planning, and day to day supervision in line with HR policies and procedures

Manage the Culture Services budget as budget holder for circa £2m, oversee procurement and retail operations, and ensure financial compliance with Council policies.

Requirement to use a range of computerised packages and generic Council systems, including Microsoft Office and Resourcelink HR and Payroll systems.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

The minimum knowledge required for this role can be evidenced by either:
Holding a qualification at SCQF 8/9, i.e. SVQ4, HND, General Degree, Higher Apprenticeship, Technical Apprenticeship in a relevant subject to the role
OR having a minimum of 5 years previous relevant experience.

A minimum of 3 years previous relevant work experience in sport and leisure.

Ability to demonstrate detailed knowledge of sectoral standards surrounding sport and leisure services provision including the sportscotland Corporate Strategy and the Scottish Governments Population Health Framework.

Ability to demonstrate experience of delivering equality of opportunity and customer care.

Ability to demonstrate experience of collaborative working, self-drive and proactive approach.

Experience of delivering services across relevant sport and leisure service functions.

Experience of managing and supervision of people.

Experience of strategy and policy development.

Experience of working in an environment subject to external scrutiny.

Experience of budget management.

Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.

Requirements of the Role

Disclosure/PVG:	Level 1 Disclosure	Convictions to Declare:	Current
Politically Restricted Post:	No	Sponsorship:	Possibly
Work Additional Hours:	Yes	Term Time Post:	No