## PERSON SPECIFICATION: SENIOR / DUTY OFFICER MILL HOUSE LC DATE COMPILED: 19th February 2016

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | * Level 3 Supervisory qualification or equivalent or working towards (F) (I) * Current RLSS National Pool Lifeguard Qualification or equivalent (F) * CIMSPA Pool Plant Operators Certificate or Equivalent (F) (I) * Evidence of continuing professional development CPD * National Pool Management Qualification (NPMQ) – Within 6 months of taking up position – Reliefs within 12 months of taking up position (F) (I) | * Leisure related training qualifications (F) * CIMSPA Membership (F) (I) * NGB coaching qualifications (F) (I) * QUEST – Internal Auditors Certificate (F) (I) |
| * **Work or other relevant experience** | * Experience in a supervisory capacity within a leisure facility including swimming pool operation (F) (I) * Effective experience of managing teams of staff (F) (I) * Experience of the operation and maintenance of swimming pool plant and water treatment systems (F) (I) | * Experience of leisure specific quality assurance systems and accreditation, e.g. Quest (F) (I) * Experience of building, plant and equipment maintenance regimes (F) (I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | * Customer focused with strong interpersonal skills (I) * Ability to communicate effectively with excellent written and oral skills. (F) (I) * Able to lead, train and motivate staff to deliver service outcomes (F) (I) * Computer literate (Microsoft packages) (F) * Understanding of the equalities and diversity agenda (I) | * Good understanding of the legislative requirements of leisure facility operations (F) (I) * Knowledge of trends and Govt policy for sport and physical activity (F) (I) | |
| * + **General competencies** | * Enthusiastic individual with drive to achieve successful outcomes (I) * Able to make sound judgements and decisions under pressure (F) (I) * Active interest and knowledge of a variety of sport and physical activities (F) (I) * Flexible approach to working within a seven-day service provision (F) (I) | * Able to travel independently (I) | |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.