

TENDRING DISTRICT COUNCIL

ROLE DESCRIPTION

Job Title: Sport & Leisure, Procurement & Projects Manager

Post No: 10001517

Department: Place and Economy – Economy, Culture & Leisure **Grade:** 9/10

Managed by: Head of Sport and Leisure

1 Main Purpose of the Role

- 1.1 To provide service co-ordination and project / governance capacity support to the Sport and Leisure Department. The post holder will lead on key cross-cutting projects with Officers across all areas of the Department. This could include leading on projects which are key objectives of the Council and reported quarterly to Cabinet.
- 1.2 A proportion of the role will involve project support on Corporate Projects, in support of the Head of Sport & Leisure. This will include working on the delivery of the Council's Climate Change agenda, towards the objective towards carbon neutrality for the leisure facilities.
- 1.3 To provide advice and guidance on all aspects of the Council's governance arrangements, co-ordinate a department wide approach to the procurement and delivery of the department's contracts register and to lead the delivery of key projects and contracts allocated to the role.

2 Principal Activities

- 2.1 To lead on key Council projects to be delivered by the Sport and Leisure Service, with wide ranging scope. This could include Leisure Centre refurbishments, small building projects, procuring service contracts and general repairs and maintenance. .
- 2.2 To provide advice to Senior Officers and Members of the Council within the remit of the role and to provide productive working relationships. This will include presenting at formal committee meetings, in relation to the work of the service and advising on projects which are being undertaken by the post holder.
- 2.3 To prepare and present reports to Council, Cabinet, Committees, Management Team ensuring a high standard of written and oral presentation. This will on occasions be at short notice and cover a wider range of subjects and in some instances cover complex or sensitive matters.
- 2.4 To support the Head of Sport and Leisure on cross-cutting agendas, including the Council's Climate Change agenda, which is a key corporate priority. This will include working across the Council and with partner organisations to work towards carbon neutrality.
- 2.5 To plan, procure (by drafting relevant specification) implement and deliver projects through identifying project goals and assessing any potential challenges which may increase costs or cause delay.
- 2.6 To track progress of delivery and oversee any project teams or partners to ensure agreed milestones are met.
- 2.7 To draft project contracts following the standard terms and conditions established by the council and understand JCT contracts to support drafting and administering them until completion of the project.

- 2.8 Lead on ensuring a consistent department wide approach to governance, in following the Council's constitution on adopted procedures.
- 2.9 To manage all resources, including financial, as allocated.
- 2.10 To provide leadership and management to staff engaged in projects across a range of services. This will impact on staff learning and development appraisal.
- 2.11 Leading by example and contributing to the Council's objectives; providing a customer focused electronically driven service that meets the needs and expectations of the user.
- 2.12 Project managing temporary work groups if required, including that of external organisations and stakeholders. This may include chairing sensitive working/stakeholder groups or community projects, e.g. Skatepark, Sports and Activity Strategy Such other duties as may be required by the Council from time to time.

3 Corporate Responsibilities

- 3.1 Must contribute to high quality management standards and best practice across the service, reflecting the values of the Council and provide, through positive example, a clear sense of direction and purpose to employees.
- 3.2 Maintain a constant focus on service improvement within the Council seeking continuous improvement in reducing costs, increasing efficiencies and looking for alternative delivery methods e.g. shared services.
- 3.3 You are required to promote, apply and adhere to the Council's HR and ICT policies, procedures and schemes, financial and contract regulations, delegated powers, the Data Protection Act and the Freedom of Information Act.

4 Special Conditions

- 4.1 This post is politically restricted within the meaning of the Local Government and Housing Act 1998.
- 4.2 You will be required to work evening, weekends and bank holidays across all centre's at all reasonable hours to ensure deadlines are met and attend out-of-hours emergencies from time to time.
- 4.3 You must keep up to date with and implement any changes insofar as they apply to your role be they new or amended legal requirements, internal and external policies or any Council or delegated decisions.

This job description is a guide to the duties the post-holder will be expected to undertake. It is neither exhaustive nor exclusive and will be changed as working requirements dictate.

TENDRING DISTRICT COUNCIL

PERSON SPECIFICATION

Job Title: Sport & Leisure, Procurement & Projects Manager **Post No:**

It will help the assessment of your application if you ensure it addresses how you meet each of the requirements set out in this document. If appropriate, please set out the actions you are willing to take to close any gaps.

PROFESSIONAL & TECHNICAL DEVELOPMENT

1. Level 6/7 Corporate Governance / Public Services (Policy/ Strategy) or Management qualification (commensurate knowledge gained through experience and personal development will be considered). or advanced Project Management Professional (PMP) certification.
2. Chartered status or other higher-level membership of an appropriate professional body such as the Chartered Institute of Management, or the Association for Project Management (APM).
3. A Level 4/5 Leadership or Management qualification – if item 1 is a corporate governance or public services qualification (commensurate knowledge gained through experience and personal development will be considered).
4. Experience of working in a complex and diverse organisation at a senior level undertaking similar functions and duties to those in the job description.
5. A consistent record of providing sound professional advice and building success through effective and productive working relationships.
6. Effective budget management skills.
7. Demonstrable literacy and numeracy skills.
8. Proficient in MS-Word, Excel and Outlook (a Level 2 IT qualification would be an ideal way to demonstrate this).
9. Eligible to work in the UK.

COMPETENCY REQUIREMENTS

The following competencies will be used in making the initial selection decision:

1.1 Deciding and Initiating Action

- a. Makes prompt, clear decisions which may involve tough choices or considered risks.
- b. Takes responsibility for actions, projects and people.
- c. Takes initiative, acts with confidence & works under own direction.
- d. Initiates and generates activity.

3.2 Persuading and Influencing

- a. Makes a strong personal impression on others.
- b. Gains clear agreement and commitment from others by persuading, convincing and negotiating.
- c. Promotes ideas on behalf of self and or others.
- d. Makes effective use of (internal) political processes to influence and persuade others.

3.3 Presenting and Communicating Information

- a. Speaks clearly and fluently.
- b. Expresses opinions, information and key points of an argument clearly.
- c. Makes presentations and undertakes public speaking with skill and confidence.
- d. Responds quickly to the needs of an audience and to their reactions and feedback.
- e. Projects credibility.

4.1 Writing and Reporting

- a. Writes clearly, succinctly and correctly.
- b. Writes convincingly in an engaging and expressive manner.
- c. Avoids the unnecessary use of jargon or complicated language.
- d. Writes in a well-structured and logical way.
- e. Structures information to meet the needs and understanding of the intended audience.

5.2 Creating and Innovating

- a. Produces new ideas, approaches, or insights.
- b. Creates innovative processes, products or designs.
- c. Produces a range of solutions to problems.
- d. Seeks opportunities for organisational improvement.
- e. Devises effective change initiatives.

6.1 Planning and Organising

- a. Sets clearly defined objectives.
- b. Plans activities and projects well in advance and takes account of possible changing circumstances.
- c. Manages time effectively.
- d. Identifies and organises resources needed to accomplish tasks.
- a. e. Monitors performance against deadlines and milestones.

Applicants should note:

- *That the above competencies are part of the Council's Universal Competencies Framework and there will be other competencies relevant to this role which will be used in the on-going appraisal of the person appointed.*
- *The successful postholder will be expected to undertake the personal development necessary to fully meet the requirements of the Role Description and Person Specification e.g. gaining a qualification to validate knowledge obtained through experience.*