



Job Description and Person Specification

Job details

Job title: Leisure Contracts Officer
Grade: 4 - £29,269 - £30,296
Hours: 25 Hours Part Time
Reports to: Principal Leisure Manager – Active Environments & Partnerships
Responsible for: None

Directorate and Service area: Public Health and Wellbeing – Communities and Leisure

Purpose of the job (why the job exists)

- To support the contract monitoring of the Councils external leisure contracts and leased leisure facilities to ensure the Council is proactively and effectively managing these
- To support the preparation of contract meeting documentation to ensure the Council has a full understanding of the condition of its leisure facilities and that third-party operators are fulfilling their obligations to manage these
- To collate, compile and upkeep all relevant contract and lease documentation to ensure the Council is meeting its own legal obligations in its agreements
- To assist with the smooth running of the service area and taking a proactive role in supporting the overall objectives of the team

Principal responsibilities (please make these concise and ideally no more than 8)

1. Ensure Leisure Contractors comply with all contract requirements and monitor performance against contract specifications
2. Complete Leisure Contracts audits and site inspections using the relevant contract monitoring software
3. Report and monitor Leisure facilities planned and reactive maintenance schedules for the Councils contracted leisure facilities
4. Provide reports and data for quarterly Contract Review Meetings with the Councils different Leisure Operators
5. Monitor the Councils devolved and leased leisure facilities such as, but not limited to; Rockingham Triangle Sports Complex; Corby Town Football Club; Corby Athletics Stadium; Corby Indoor Tennis Centre; Kettering Athletics Pavilion and Track and Pitch
6. Liaise with leaseholders to ensure that maintenance of facilities and compliance with all relevant legislation is being regularly undertaken to protect the Council assets
7. Ensure that statutory checks and reports are undertaken for each site as required and to support and assist the team where required

8. Ensure an excellent standard of customer care is implemented and maintained by always demonstrating North Northamptonshire council core values. Customer Focused, Respectful, Efficient, Supportive, Trustworthy.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Special features of the post

- Post holder will be expected to work to the requirements of the service, occasionally working outside normal working hours and usual places of work.
- Post holder must be prepared to undertake training as required.
- A valid driving licence and access to a car for work purposes is essential for this post.



Person Specification

| Attributes | Essential criteria | Desirable criteria |
|--|--|--|
| Education, Qualifications and Training | <p>Good General education with recognised qualification in Maths and English</p> <p>Experience of working within a contract monitoring and/or administrative role</p> | Experience of working within the Leisure Industry |
| Experience and Knowledge | <p>Experience of working in a busy environment and managing a varied workload</p> <p>Experience of creating written reports and monitoring and evaluating data</p> <p>Experience of preparing formal reports for management meetings and providing management support</p> <p>Knowledge of the need to effectively manage and maintain contractual documents and leases and working within a legislative framework</p> <p>Experience of conducting site visits/assessments to monitor quality/compliance</p> <p>A good understanding on the need for robust Health and Safety management in public facilities</p> | <p>Experience of facilities management, inspections and compliance monitoring</p> <p>Experience of using bespoke contract monitoring software/tools for managing performance</p> |
| Ability and Skills | Be a team player with a flexible approach to work | |

| Attributes | Essential criteria | Desirable criteria |
|---------------------|---|--------------------|
| | <p>Ability to work well under pressure and to co-ordinate and manage own workload to achieve deadlines</p> <p>Have exceptional organisations skills and manage time effectively</p> <p>Have a positive attitude and be self-motivated</p> <p>Demonstrate excellent communication skills (verbal and written) and be able to engage with a range of audiences</p> <p>Have good customer care skills and experience of working with customers and people from all levels within and outside of the organisation</p> <p>Ability to create a high standard of written reports, presentations and be able to monitor and evaluate data</p> <p>Possess strong IT skills and be proficient in using Microsoft Office i.e. Word, Excel, PowerPoint and MS Teams</p> | |
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs. | |

| Attributes | Essential criteria | Desirable criteria |
|--------------------|--|---------------------------|
| Additional Factors | Full driving licence and access to own transport or ability to travel within North Northamptonshire. | |