



Falkland Islands Government – Job Description

Job Title:	Leisure Centre Manager		
Department:	Development & Commercial Services	Section:	Leisure Centre
Reports to:	Director of Development & Commercial Services		
Grade:	Falkland Islands Government Grade - C	Job Code:	257LCM

Job Purpose

Operational responsibility for a Leisure Centre and associated services, ensuring that the unit operates within the Government's policies and strategies to achieve the objectives and performance standards set for the unit within the resources allocated. Heads of service will have devolved responsibility for their operations under the strategic leadership of a Corporate Strategic Director and within the framework for political decision making and delegations.

Main Accountabilities:

Role Specific Accountabilities:

- Audit and re-assess Leisure Centre provision in the light of changing practices and trends.
- Plan and implement a new staffing structure which shows commitment to stability, challenge and professional development.
- Review all operating and safety procedures for the Leisure Centre and update to ensure best practice in management of a leisure facility.
- Review all Health and Safety monitoring & management procedures and risk assessments, and implement improvements required to ensure best practice.
- Review and update procedures and records for monitoring routine plant maintenance.
- Manage external contracts for facility maintenance and repair, and lead on implementing a programme to complete the maintenance and repair backlog.
- Develop new and improved leisure provision/ services aimed at increasing participation and revenue.
- Take full responsibility for the Leisure Centre budget liaising with Treasury and ensuring all financial regulations are met.
- Be responsible for the condition and upkeep of all parts of the Centre's fabric and plant by liaising with appropriate professionals and using the annual maintenance budget wisely and efficiently.
- Be responsible for the ordering of supplies, materials and chemicals.
- Ensure maximum promotion of Leisure Centre facilities and activities, both to the general public and to schools.
- To be responsible for the overall security of the Leisure Centre.
- Take responsibility for all Leisure Centre employees in terms of training, management of performance and career progression.
- Act as client lead and provide specialist input to planning for future leisure facility provision.



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Main Accountabilities: *(continued)*

Corporate Accountabilities:

- Seek to achieve the aims of Islands Plan.
- Within Governmental policies and strategies, and statutory requirements, undertake the operational management for the assigned functions and services.
- Negotiate via directors the objectives, performance standards and resources for the unit and then be responsible for delivering the objectives and standards within the allocated resources – ensuring the pro-active identification of performance and resource problems.
- Agree with directors a business plan for the unit.
- Implement and support management systems, processes and structures in line with corporate policies.
- Ensure a high standard of service to customers is secured, seeking continuously to improve on this and that customer complaints and Member enquiries are dealt with effectively within corporate guidelines.
- Ensure the effective management of the unit's resources including budgets, assets and people.
- Lead staff, recruit, regularly appraise and develop, discipline as required and ensure effective performance management of all teams and individuals within the unit.
- Participate in and, when required, lead corporate projects as agreed with the Corporate Strategic Director, including active membership of corporate working groups.
- Work co-operatively with other heads of service, directors and Members for the greater good of the Government.
- Seek and build partnerships with other organisations, the not-for-profit and the private sectors to achieve the Government's goals.
- Other duties consistent with the level of post as agreed with the Corporate Strategic Director.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Criminal Record Checks – This post is regarded as sensitive

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of the offer of employment.



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Additional Information:

The normal working week regularly includes unsocial hours, weekends and public holidays.

Stanley Leisure Centre is a multi-purpose; dual use recreation facility comprising a 25m heated indoor Swimming Pool, Sports Hall, Exercise Training Room, Squash Court and an outdoor Football Pitch.



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Person Specification:	Leisure Centre Manager		
Criteria	Essential	Desirable	Assessment Method
Education and Training:			
Well educated - to equivalent of degree level in a health & fitness or sport discipline	✓		A/I
A recognised Lifesaving Qualification	✓		A/I
First Aid at Work Qualification	✓		A/I
Pool Plant Operator Qualified	✓		A/I
NEBOSH or IOSH Qualification in Health & Safety at Level 3 or above	✓		A/I
A business management qualification		✓	A/I
ECDL or equivalent		✓	A/I
An RLSS or STA Trainer / Assessors Award in Lifesaving and or First Aid		✓	A/I
STA or ASA Swim Teachers Award		✓	A/I
Education and Training Qualification Level 3		✓	A/I
A recognised Fitness Qualification at Level 3 or above		✓	A/I
Knowledge, Skills and Experience:			
Minimum of 6 years' operational experience in a relevant field i.e. can show have developed the range of skills relevant to the professional area	✓		A/I
Minimum 6 years' supervisory management experience	✓		A/I
Experience of business planning, financial planning and budget management	✓		A/I
Able to deal credibly with elected Members and senior civil servants in addition to other leading members of the community and general public	✓		A/I
Pro-active and flexible	✓		A/I
Able to liaise with the media locally and support elected Members and the Chief Executive and Directors in responding to the media	✓		A/I
Well organised; able to be responsible for a range of different tasks simultaneously	✓		A/I
Highly computer literate	✓		A/I



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Person Specification:	Leisure Centre Manager		
Knowledge, Skills and Experience: (cont.)	Essential	Desirable	Assessment Method
Good communication skills verbal and written; able to produce reports for senior management and elected Members drawing on different information sources	✓		A/I
Confident interpersonal skills and good verbal reasoning skills	✓		A/I
Able (with further training if necessary) to produce appropriate copy for the media	✓		A/I
Able to present information to audiences effectively	✓		A/I
Good numeracy skills and excellent budget management skills	✓		A/I
Continuing Professional Development	✓		A/I
Comprehensive understanding and experience of pool plant operations and Leisure facility management	✓		A/I
Experience and ability in maintenance and repair in a variety of areas within a busy Leisure Centre		✓	A/I
Experience of performance management at organisational and individual staff level		✓	A/I
Experience of managing projects successfully		✓	A/I
Experience of strategic (long term) planning		✓	A/I
Personal Attributes:			
Ability to think laterally and creatively to generate novel but realistic solutions	✓		A/I
Ability to work in a complex political and stakeholder environment	✓		A/I
Able to work in a confidential environment	✓		A/I
Leadership ability – able to motivate and manage a group of staff	✓		A/I

Method of Assessment:

A-Application Form
I-Selection Interview
R-Reference