

Role Profile

Job Title:	Service Manager: Sport & Physical Activity
Location:	Hybrid: Colindale and Hybrid Working
Department:	Greenspaces, Libraries & Leisure
Directorate:	Communities, Adults & Health
Grade:	M
Salary Range:	£71,713 - £79,409
Reports to:	Assistant Director: Greenspaces & Leisure

1. Job Purpose:

The Service Manager: Sport and Physical Activity is required to work collaboratively across a multi-agency environment with a range of partners to develop practical responses to key strategic challenges facing the Authority, promoting innovation and creativity in service provision to achieve improved outcomes for residents of Barnet.

The post holder will be responsible for leading in delivery of the Council's approach to Physical Activity and Events working with contracted providers, partners (internal and external), sports organisations and national governing bodies, public services and third sector voluntary and charity organisations.

This will include leading a complex programme of work including policy development and implementation, contract management, financial management, events compliance, procurement, capital schemes, communication and promotion of opportunities and health outcomes, raising participation and engagement levels within greenspaces, physical activity, and sports development.

2. Key accountabilities:

- Lead, motivate and manage the Council's Sport & Physical activity and Events in Parks teams. Develop and guide staff in making strategic decisions, promote a collaborative team-oriented culture and demonstrate a commitment to continuous learning and improvement.
- Lead the development and review of the Fit & Active Barnet (FAB) Framework in alignment with National, Regional, and local policy and insight.
- Lead, using effective programme and project management techniques, the delivery of the FAB Strategy action plan and its annual strategic review. This will include working collaboratively amongst a network of partners and stakeholders to ensure achievement of shared objectives and outcomes, risk management, effective direction of resources and efficiencies in service delivery.
- Lead and manage the service areas communication and engagement functions such as delivery of the FAB campaign and highlighting successes of the FAB Partnership and positive outcomes for residents.
- Lead, develop and embed a continuous improvement culture that consistently drives up standards and delivers high quality, cost-effective and efficient services.

- By working amongst a network of partners and stakeholders, lead the commissioning and procurement of services, and its associated client management requirements, within the resources available across the borough.
- Lead, manage and monitor coordination and delivery of Council led physical activity commitments e.g., London Youth Games, London Mini Marathon and Health Walks. This includes management of staff, contractors, and volunteers.
- Authorised Officer in relation to the Councils Leisure Management Contract.
- Support in leading the contractual relationship with the Council's leisure provider, providing technical expertise to ensure delivery of contractual requirements and the continuation of a high standard of leisure provision for residents.
- Lead in ensuring the Councils Leisure Management Contract has the appropriate management functions, control mechanisms and monitoring in place and this is continuously reviewed.
- Provide strategic and technical expertise in supporting Greenspaces and Leisure capital investment programmes.
- Support the development and delivery of the Councils Parks and Open Spaces Strategy, Indoor Recreation Study and Playing Pitch Strategy, maintaining synergy with the FAB Framework
- Utilise leadership skills and expertise to develop co-produced, evidence-led business/development plans and strategies which support the physical activity agenda.
- Add value as a member of the Communities, Adults & Health Leadership Team, providing a 'critical friend' challenge and support and input into the overall management and leadership of the directorate.
- Develop positive and productive relationships with a diverse network of partners and stakeholders from both within and outside the Council to achieve effective integrated and best value outcomes for residents of Barnet. This includes representing the Council on appropriate local, regional, and national bodies as required.
- Explore innovative ways and seek external investment to support capacity development and delivery of FAB priorities.
- To maintain a comprehensive knowledge and an understanding of key markets (opportunities and challenges) in sport, leisure, and physical activity. This will include analysis and benchmarking of performance data, identification of best practice, and engaging with residents and community groups.
- Provide leadership to the Events team ensuring that all events (specifically high impact large and major complex events) are strategically managed and delivered successfully, in consideration and alignment with key governance and legislation requirements and recommendations of the authorities Safety Advisory Group.
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- Author and own key (political) member cabinet reports that relate physical activity (including leisure and transformation) and events.

3. Financial Responsibilities:

Caring for people, our places and the planet

- Ensure the financial responsibilities as defined within the leisure management contract are completed as necessary, including the receipt of the Annual Payment and execution of the respective contract schedules relating to commercial performance.
- To act as budget manager and responsible officer for monitoring Physical Activity and Events revenue and capital budgets.
- To ensure new policy direction and/or new commissions are focused on value for money, delivery of the Medium-Term Financial Plan and sustainable service improvement.
- Directs the preparation and implementation of departmental budget, including the development of budget proposals, and the management of expenditure and revenue.
- 4. Lead submissions and monitoring of external funding agreements e.g. Sport England
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4. Health and Safety Responsibilities:

As a manager of the London Borough of Barnet, you are required to:

- Abide by of Barnet's health and safety policy, associated arrangements for managing, and implement the manager's responsibilities set out therein.
- Complete mandatory health and safety training
- Ensure risk assessments are in place for all task/activities where there are significant hazards, including stressors that could have an adverse effect on staff wellbeing. Identify and implement controls. Ensure staff are aware of the risk assessment findings and trained in the use of controls measures.
- Monitor health and safety compliance arrangements and take action where there are concerns.
- Include health and safety in regular management team meetings.
- Lead by example, monitor and enforce health and safety compliance of staff.
- Manage contractors, suppliers and event providers to ensure safe and efficient delivery of services by achieving high standards of health and safety compliance and reducing risk.

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Educated to degree level or equivalent professional qualification.	Essential	Application
Minimum of 2 years' experience in a relevant area of work (e.g. sport and leisure management, events management, fitness etc.)	Essential	Application
Experience & Knowledge		
Proven track record of successful project management, contract management, partnership working and funding bids	Essential	Application/Interview
Extensive knowledge of policy in sports, leisure and physical activity development and implementation with the ability to articulate complex policy direction to a variety of audiences inside and outside of the council.	Essential	Application/Interview
Experience of working to deliver outcomes from key strategies and policies.	Essential	Application/Interview
Experience of performance and contract management	Essential	Application/Interview
Experience of conflict resolution and negotiation	Essential	Application/Interview
Experience of working with resident led groups and responding to their needs.	Essential	Application/Interview
Experience of successful partnership working with local stakeholders within, or linked to, local government	Essential	Application/Interview
Experience of dealing with health & safety issues in relation to delivering projects in green spaces and/or events.	Desirable	Application/Interview
Knowledge of building compliancy requirements and the implementation and monitoring of these	Desirable	Application/Interview
Experience of effective risk management and resolution Knowledge of the commissioning cycle and procurement legislation and how to use this to identify need, implement new solutions and evaluate progress	Essential	Interview

Skill & Ability		
Ability to work effectively in a political environment and establish positive relationships with senior managers, staff, external partners, and interest groups in a way that establishes confidence, credibility and trust.	Essential	Application/Interview
Ensures there is a culture of continuous improvement and responsiveness to change.	Essential	Application/Interview
Ability to provide strong leadership on new policy direction, articulating change across several professional boundaries within and outside the council.	Essential	Application/Interview
Ability to work as part of a team across sectors and boundaries, identifying opportunities for co-operation and interdependency across groups.	Essential	Application/Interview
Demonstrable ability to apply practical/procedural/organisational/policy knowledge in a specialist area and can turn theory into practical solutions.	Essential	Application/Interview
Full UK driving licence and access to own transport for work purposes.	Desirable	Application
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential/	Application/Interview
Agile-I am fully empowered to act within the scope of my role	Essential	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Application/Interview
Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement	Essential	Application/Interview

with others to challenge myself and constructively challenge others		
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview