

Person Specification

POST:	Sport, Health & Activities Officer	GRADE:	8
DIRECTORATE:	Communities	POST NO:	

COMPETENCIES (All competencies listed are essential to the post)	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
Working Collaboratively	
Works with our partners and the community to achieve the best outcomes in a seamless way.	Interview
One Team One Council	
Encourage a culture of participation where staff feel empowered and valued.	Interview
Builds effective relationships outside immediate team.	Interview
Creates good customer relationships and demonstrates the highest level of customer care.	Interview
Shares a sense of pride in the work of the Council.	Interview
Communicates effectively.	Interview
Professional and polite and earns the respect of management and colleagues.	Interview
Work Smart	
Ensures public money is spent in the smartest way possible.	Interview
Participates in corporate working to ensure integrated service provision.	Interview
Demonstrates a positive can do approach.	Interview
Embraces a culture of continuous improvement.	Interview
Is accountable and transparent and takes responsibility for own actions.	Interview

COMPETENCIES (All competencies listed are essential to the post)	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
Works flexibly and is receptive to new ideas and different ways of working.	Interview
Demonstrates integrity, honesty and trustworthiness as set out in the Council's Code of Conduct.	Interview
Evaluates and manages operational risk.	Interview
Brings commerciality into everyday thinking.	Interview
Organised in terms of prioritising and completing work.	Interview
Takes responsibility for own personal development.	Interview

QUALIFICATIONS	ESSENTIAL/DESIRABLE	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
<ul style="list-style-type: none"> Degree in physical activity, sport, health & wellbeing subject areas and /or significant relevant experience relating to the job description 	E	Application form
<ul style="list-style-type: none"> Level 3 Delivering Education and Training qualification or equivalent AET (Award in Education and Teaching) 	D – this is to be obtained within the first 6 months	Application form/Interview
<ul style="list-style-type: none"> Good general education, GCSE English and Maths grade C or above 	E	Application form
<ul style="list-style-type: none"> Excellent IT skills with working knowledge of Microsoft packages e.g. Powerpoint/Word/Excel, Teams etc 	E	Application form
<ul style="list-style-type: none"> Level 2 or 3 Exercise or Sport qualifications 	D	Application form
<ul style="list-style-type: none"> First Aid 	D	Application form

SKILLS / KNOWLEDGE / ABILITIES	ESSENTIAL/DESIRABLE	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
<ul style="list-style-type: none"> Evidence of high level interpersonal and organisational skills and professional insight which can be applied to a variety of situations. 	E	Interview
<ul style="list-style-type: none"> Ability and enthusiasm to take responsibility for self-development 	E	Interview
<ul style="list-style-type: none"> Good working knowledge of voluntary sector and government initiatives affecting the sector 	D	Interview
<ul style="list-style-type: none"> High level of organisation skills and an ability to focus on solutions rather than problems 	E	Interview
<ul style="list-style-type: none"> Negotiating service level agreements or contracts 	D	Application form/Interview
<ul style="list-style-type: none"> Knowledge of Safeguarding policies and procedures 	E	Application form/Interview
<ul style="list-style-type: none"> Ability to work as part of a team 	E	Application form/interview
<ul style="list-style-type: none"> Ability to enthuse, motivate and build strong, sustainable relationships with businesses, partners and customers. 	E	Application form/interview
<ul style="list-style-type: none"> Evidence of ability to effectively listen, question, communicate, co-ordinate and negotiate positive outcomes. 	E	Application form/interview
<ul style="list-style-type: none"> Ability to meet agreed personal targets and effectively lead and support organisations and individual beneficiaries to achieve identified targets and outcomes. 	E	Application form/interview
<ul style="list-style-type: none"> To be able to demonstrate an ability and flexibility to assess learners to required standards 	D	Application form/interview
<ul style="list-style-type: none"> To be able to demonstrate the ability to use Initiative and ability to respond positively to change 	E	Application form/interview
<ul style="list-style-type: none"> Ability to develop individuals' skills and knowledge 	D	Application form/interview

EXPERIENCE	ESSENTIAL/DESIRABLE	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
<ul style="list-style-type: none"> • Previous experience of project management 	E	Application form/interview
<ul style="list-style-type: none"> • Experience of providing support to individuals and organisations. 	E	Application form/interview
<ul style="list-style-type: none"> • Experience of delivering a 'customer focused' service. 	E	Application form/interview
<ul style="list-style-type: none"> • Experience of producing reports and action plans. 	E	Application form/interview
<ul style="list-style-type: none"> • Experience of managing budgets and reporting on performance 	D	Application form/interview
<ul style="list-style-type: none"> • Experience of supporting groups or networks 	D	Application form/interview
<ul style="list-style-type: none"> • Experience of delivering collaborative projects 	E	Application form/interview
<ul style="list-style-type: none"> • Experience of delivering training or presenting to groups of people. 	D	Application form/interview
<ul style="list-style-type: none"> • Knowledge and understanding of the challenges and barriers faced by different organisations and individuals relating to workplace health. 	D	Application form/interview
<ul style="list-style-type: none"> • Experience of maintaining participant records. 	E	Application form/interview
<ul style="list-style-type: none"> • Knowledge and understanding of SME's. 	D	Application form/interview
<ul style="list-style-type: none"> • Experience of working with individuals with long term health conditions. 	E	Application form/interview

ADDITIONAL REQUIREMENTS	ESSENTIAL/DESIRABLE	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
<ul style="list-style-type: none"> • An excellent team player with high energy levels who thrives on providing first class customer service • Flexibility • Positive, optimistic and self-motivated • An enthusiasm for professional development • Ability to face new challenges with enthusiasm • Ability to use initiative and to respond positively to change • Regular and Reliable Service (the Council does not wish to employ individuals who have a poor history of attendance at work where there is no underlying medical reason for the absence)☐ • Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p>References</p> <p>Application form/interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>References</p> <p>Application form/Interview</p>

PREPARED BY: C Southern	DATE: July 2022
-------------------------	-----------------

The Equality Act 2010 - Where appropriate, the duties may be reviewed where an applicant has a disability within the definition of the Act, or an existing employee becomes unable to carry out the full range of duties due to a disability