



SOUTH LANARKSHIRE
Leisure & Culture

Duty Officer – Health and Fitness Job Profile

Service: Sport and Physical Activity	Grade Scale: Grade 2 Level 3
Reports to: Recreation Officer	

Purpose of Job
To assist the management team to manage the day-to-day operation of the facility ensuring effective implementation of SLLC’s Leisure Strategy and SLLC’s Business Plan in order to provide a quality, consistent service to customers.

Key tasks and responsibilities
<ul style="list-style-type: none"> Accountable for financial processes, including payroll, ordering, cash management. Assist in maintaining budgets for Trust and trading activities.
<ul style="list-style-type: none"> Responsible for ensuring staff are effectively managed, developed and reviewed to effectively deliver the operation of the facility
<ul style="list-style-type: none"> Undertake project work involved with the events , building equipment and marketing within pre-determined timescales
<ul style="list-style-type: none"> Provide customer care to high standards in line with the Business Plan and SLLC Strategy
<ul style="list-style-type: none"> Responsible for the delivery of training.

Person Specification		
CRITERIA	ESSENTIAL	DESIRABLE
Education, Qualification and Training	<ul style="list-style-type: none"> Level 3 Diploma in Fitness Instructing / Personal Training, relevant to HND or equivalent 	<ul style="list-style-type: none"> Level 4 BACR qualification (British Association of Cardiac Rehab) Level 4 PSI qualification (Postural Stability Instructor)
Skills, knowledge, experience	<ul style="list-style-type: none"> Facility operation and staff supervision Health and Safety Management in a facility setting. Excellent communication skills 	<ul style="list-style-type: none"> Experience with Leisure management system

Personal Qualities	<ul style="list-style-type: none"> • Supportive team player • Positive attitude • Enthusiastic • Motivated • Lead by example • Customer focused 	
Other		

Safer Recruitment Checks	
As part of our approach to good practice and safer recruitment we carry out a number of pre-employment checks.	
<ul style="list-style-type: none"> • Asylum and Immigration right to work in the UK 	
<ul style="list-style-type: none"> • Reference check: external candidates require 2 references, one of which must be from your present or most recent employer: Internal candidates require 1 reference from current line manager. 	
<ul style="list-style-type: none"> • Candidate Disclosure Check, where applicable 	

Behaviour Framework	
The Behaviour Framework is a set of core behaviours that defines how employees approach work to enable the delivery of key tasks for the role. The expected behaviours for this role are:	
Own It – what can you do	
<ul style="list-style-type: none"> • Are motivated to deliver the best possible services. • Aim to get things right first time and commit to continuous improvement. • Demonstrate fairness, inclusivity, valuing diversity and equality. • Ensure compliance with external/internal regulations and that you and others are responsible and accountable. • Take ownership of decisions and consider the wider implications for you, the team, and the organisation. • See a job through to completion. • Be accountable for outcomes good or bad. 	
Be a great team - what can you do	
<ul style="list-style-type: none"> • Work together with colleagues and customers and take time to build effective working relationships. • Celebrate team success and create a positive team spirit. • Share skills and knowledge, encourage and support other in applying their ideas to working practices - helping others to help themselves. • Encourage working together for the benefit of customers. • Works alongside internal and external colleagues to meet common objectives. • Actively and respectfully listens to people in order to understand them and their views. • Contributes appropriately to team and other meetings and discussions. 	

- Respects diversity and promotes equality of opportunity when working with colleagues and members of the public.

Do the right thing – what can you do

- Display a positive attitude.
- Are enthusiastic in your approach to tasks.
- Lead by example through sharing your knowledge and skills with others.
- Provide support to your colleagues and team.
- Is aware of and adheres to professional codes of practice and the code of conduct and understand how these impact on employment.

Be Positive - what you can do

- Are punctual and friendly and demonstrate a positive professional attitude.
- Take pride in your own work and that of your team members.
- Understand who your customers are and why they matter.
- Are willing to go the extra mile for our customer and act upon their feedback.
- Are hospitable and make customers feel good.
- Are willing to go the extra mile for our customer.
- Put the customer first in all that you do.