

Date of Issue: April 2009	Ref: SLT
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Personnel Specification

Job Title: Relief Duty Manager (Worker terms of engagement)	Section/Site:	
Grade: £11.36 per hour inclusive of First Aid Allowance	Location:	

The Personnel Specification aims to provide a clear picture of the person you want to do the job. It should record the main attributes which the person needs and should be drawn from a critical examination of the job description.

NOTES:
It is often the case that attributes sought overlap each other and people who prepare personnel specifications find it difficult to decide which heading they should go under. Do not worry about getting information in precise boxes. At the end of the day, the important factor to bear in mind is that all the information necessary to accurately describe the applicant is expressed on the specification and not that it is in the appropriate place on the form.

If the form is used in a flexible way, some of the elements may not be appropriate, if so, say this in the column "not applicable" (N/A) or ignore them.

Remember DO NOT SET STANDARDS WHICH DIRECTLY OR INDIRECTLY LEAD TO UNFAIR DISCRIMINATION.

	Essential	N/A	How identified
<p>1. <u>Physical</u></p> <p>What does the job require in the way of:- Appearance, manner, speech, general health, voice etc. What does the job require in the way of physical activity, such as lifting and carrying, operating machinery etc. Consider the real needs of the job. Be particularly wary about setting age limits which actively discriminates against specific age groups and disabled people.</p>	<p>A good attendance record: - Candidates should have less than 3 absences in the last 12 months or not more than 6 days over the 12 month period prior to any conditional offer being made</p> <p>In line with Health & Safety Guidelines – Regulation 179 – candidates must be physically fit, have good vision and hearing and be mentally alert and self-disciplined including undertaking regular periods of concentrated sensory attention.</p>		<p>Employment references and medical screening undertaken as part of conditional offer.</p> <p>Performance in interview process.</p>
<p>2. <u>Qualifications</u></p> <p>What does the job require in the way of:- Level of formal qualifications required to carry out the job. Describe these by level of attainment and by subject matter where appropriate, e.g. Degree, HNC, Professional Qualifications, GCSE's, CIPFA etc. Consider carefully whether these are absolutely necessary.</p>	<p>RLSS (UK) National Pool Lifeguard Award/STA Pool Lifeguard Award or equivalent.</p>		<p>Formal possession of an appropriate qualification to be verified at interview or from records.</p>
<p>3. <u>Experience</u></p> <p>What does the job require in the way of : - Specific related job experience and in what type of working environment. What kind of life experience could supplement or replace this? Which is more important to the success of the job?</p>	<p>Experience of working in sport and recreation environment.</p>		<p>Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.</p>

	Essential	N/A	How identified
<p>4. <u>Training</u></p> <p>What does the job require in the way of:- Specific and/or specialist training in order to do the job, eg training in recruitment and selection, health and safety, supervisory, management, interpersonal skills. Apprenticeship in a recognised trade. Practical training in the use of specific equipment, arc welding, word processing etc.</p>	<p>Attendance on training courses as required by management</p> <p>Willingness to undertake First Aid at Work Certificate and update as necessary, within 6 months of employment</p>		<p>Past training history from application form and records. Selection process by demonstration of ability to display knowledge and skills at the interview.</p>
<p>5. <u>Special Knowledge</u></p> <p>What special knowledge is required in order to perform the job properly, eg a knowledge of employment legislation, health and safety, accounting, financial planning regulations, languages, computer systems, local area etc.</p>	<p>Understanding of pool and/or plant operation.</p>		<p>Qualifications held and demonstration of knowledge at interview.</p>
<p>6. <u>Circumstances (personal)</u></p> <p>What kind of personal circumstances are required to do the job properly? The ability to work shifts, weekends etc. The willingness and ability to travel and stay away from home. Willingness to live in if the job requires. Ability to drive, car ownership.</p>	<p>Ability to travel to various locations.</p> <p>Shift work</p> <p>May be required to work at other centres.</p> <p>Building Supervision, security (key holder) and call out.</p> <p>Attend meetings at other venues.</p>		<p>Ensuring candidates are aware of these requirements from the job description. Interview questions and application form details.</p>
<p>7. <u>Disposition</u></p> <p>How far does the job require: - Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Getting on well with others, working readily with others, co-operating, influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail</p>	<p>Ability to supervise staff</p> <p>Must be able to work without supervision and act on own initiative.</p> <p>Willing to work as part of a team.</p>		<p>Performance in related selection process, eg exercises, group discussion, problem-solving, questions etc.</p>
<p>8. <u>Practical and Intellectual Skills</u></p> <p>What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person, should they be able to make decisions, should they be able to understand information derived from complex reports. What degree of manual dexterity is needed. Does the applicant need to be mechanically minded.</p>	<p>Swimming skills to include being able to undertake an aquatic rescue in the deepest part of the pool.</p>		<p>Performance in related selection process.</p>
<p>9a. <u>Legal Requirements</u></p> <p>Are there any limitations or requirements imposed by statute that candidates must comply with, eg special qualifications, minimum age range etc. Are there any "Genuine Occupational Qualifications" as defined in legislation which apply to this post?</p>	<p>Comply with all relevant policies and legislation.</p> <p>Applicants must be aged 18 years (Public Entertainments Licence).</p>		<p>Application form and interview questioning and reference.</p>

Job Title:	Section/Site:	
Grade:	Location:	

Disclosure and Barring Scheme(DBS) - Safeguarding of Vulnerable Groups
Information regarding the disclosure of criminal backgrounds where the post applied for is classed as Regulated Activity with regard to working or having contact with vulnerable groups, including children.

You will appreciate that, as a public service charged with responsibility for the welfare of children and vulnerable adults the Trust needs to be particularly careful about the character and background of its employed and voluntary personnel whose work will bring them into contact with children or vulnerable adults. The information below establishes whether the post for which you are applying for meets the criteria of 'Regulated Activity' as defined in the Disclosure and Barring Scheme. If it does the Trust is required to check that you have not been barred from working with children or vulnerable adults and **similarly any person who is barred from working with children and vulnerable adults will be committing a criminal offence if they work or volunteer, or try to work or volunteer with these groups.** This check will be completed by undertaking an Enhanced DBS application.

Disclosure and Barring Requirements:			
	Adults	Children	Neither
In line with the Employer's Safeguarding responsibilities, this position is providing a service to? (please ✓ as appropriate):	<input type="checkbox"/> DBS check may be required, continue to the next section.	<input checked="" type="checkbox"/> DBS check may be required, continue to the next section.	<input type="checkbox"/> DBS check is not required – no further information required.
For Positions working with Children	Yes	No	Notes
Is the position (a) working in a Specified place?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes is answered for (a) and/or (b) then the Frequently or Intensive test (c) must also be met in order for the position to be subject to an Enhanced DBS Disclosure with a check against the Children's Barring list.
(b) working in an "Unsupervised Activity"?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(c) if yes is answered for (a) and/or (b), is the Frequently or Intensive test met?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
For Positions working with Adults	Yes	No	Notes

Is this position working with an Adult providing:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>If yes is answered to any of the services listed (on the left)an Enhanced DBS Disclosure with a check against the Adult's Barring list is required.</p> <p>Please note: There is no "frequency" test.</p> <p>If none of the services listed (on the left) are undertaken as part of the post no DBS Disclosure check is required.</p>
– health care	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
– personal care	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
– social work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
– assistance with cash, bills and/or shopping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
– assistance in the conduct of a person's own affairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
– conveying or	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
– day to day supervision of a person carrying out any of the above activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

If the post is deemed as Regulated Activity the successful candidate will be asked to complete an online application which will enable the appropriate checks with the DBS to be undertaken. You will be issued with the details of the DBS online disclosure website in order to complete your application online and following completion you will then be required to provide to the HR Team details to verify your identity. Failure to complete the online form and provide the documentation required will prevent the processing of your application further.

Declaration of Convictions and Cautions

The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975. The act does not allow those with access to children and vulnerable adults the right to withhold information regarding previous convictions, cautions or formal warnings for any offence (not just those involving vulnerable groups) which for the other purposes are 'spent' under the provisions of the Act.

Therefore, when completing the application form (page 5) you must declare all convictions or cautions or formal warnings in accordance with the act. **In signing the declaration on the application form you are also confirming that you are not barred from working with children and/or vulnerable adults.**

The fact that a person has a criminal record does not automatically render them unsuitable for work with the groups of people outlined, but certain criminal convictions may conflict with this area of work. It may be necessary for you to attend a meeting with a Senior Officer to discuss the details of any notified convictions. Following such a meeting a decision will be made to either offer of appointment or withdraw the offer of appointment.

All information provided by yourself and the DBS will be treated in strict confidence and in accordance with the DBS's Code of Practice and the Trust's Policy (these documents may be reviewed at the address given below). The information will be destroyed after a decision has been made regarding the recruitment process.

Thank you for your co-operation

Sandwell Leisure Trust, Business Support, Carnegie Building, Victoria Road, Tipton DY4 8SR