

Job Description and Employee Specification

We deliver great services to local communities on behalf of their local council. We are owned by the councils and not external private shareholders, so we know our priorities and have strong values. At Publica we put people and our communities at the centre of everything.

Job title:	Head of Leisure and Wellbeing	Location:	Cirencester, Coleford, Witney and Hybrid
Job group:	Business Manager	Peer group no:	PG-T4
Reports to:	Assistant Director - Communities	Working hours:	37 hours per week
Business World Post number:	New post	Line management:	Yes
		Direct Reports:	Community Wellbeing Managers x3 Strategic Projects Lead (Leisure) Leisure Contract Specialist
FTE salary:	Circa £60,000 (pay award pending)	Contract type:	Permanent
Main purpose of this specific role:	<p>Improving peoples' quality of life by developing stronger, more resilient communities, tackling health inequalities and enabling opportunities for high quality leisure time.</p> <p>As the councils' Head of Leisure and Wellbeing your primary responsibility is to oversee and manage all aspects of the leisure and wellbeing services within each local authority. Your role is crucial in promoting a healthy and active lifestyle among the residents and ensuring the smooth functioning of leisure facilities and their activity programs. To achieve this you will:</p> <ul style="list-style-type: none"> • Ensure the councils' leisure and cultural contracts are delivered to the highest standards and generate the required income streams, along with monitoring other relevant contracted services and service level agreements. • Take accountability for delivering the councils' aspirations to address health inequalities, improve access to community leisure opportunities and tackle deprivation for an inclusive quality of life for all. • Provide operational oversight of leisure, health and wellbeing strategies and action plans to deliver the councils' priorities. • Secure and ensure delivery of government and other externally funded programmes of work and interventions, in relation to leisure, health and wellbeing. 		

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	<ul style="list-style-type: none"> • Collaborate with the integrated care systems and other partners and to improve peoples' physical and mental wellbeing through sustainable behaviour change in our communities. • Champion and embed our Asset Based Community Development approach, engaging our communities, building on their strengths and potentials and ensuring their active participation in impactful service design and implementation. • Encourage more resilient, well-connected, sustainable and active communities that promote self-care and take responsibility for their own health and wellbeing. • Work with partners to make our districts safer places to live, work and visit, through enabling and delivery of community safety projects, initiatives and campaigns • Take accountability for discharging the councils' statutory responsibilities related to community safety, such as the Serious Violence Duty and Prevent. • Work collaboratively with the Assistant Directors and Business Managers, in particular those with responsibility for economic growth and prosperity, climate change and planning policy, to shape healthy, resilient and sustainable communities, and pride in place. • Ensure the qualitative impacts of the services managed are well communicated, publicised, understood and appreciated.
<p>Essential skills and experience required:</p>	<ul style="list-style-type: none"> • A trusted advisor able to work effectively with Cabinet members, represent partner councils on external strategic partnerships and challenge senior management, where appropriate. • Ability to build collaborative networks and form strong, productive relationships with system partners to grow our reputation as a partner of choice and maximise external funding to support service delivery. • A firm understanding of and demonstrable experience of working using an asset-based community development approach. • Demonstrable success of driving innovation and collaboration to maximise funding opportunities. • Strong report writing skills and have a strategic mind-set with the ability to translate and influence strategic direction and make recommendations for improvement. • Experience of working in a politically diverse environment with the ability to manage competing demands and priorities, across multiple partners.
<p>Key Responsibilities:</p>	<ol style="list-style-type: none"> 1. Manage multiple stakeholders and clients, attending relevant meeting in order influence and negotiate with other services. 2. Makes sound recommendations to improve Publica's effectiveness, efficiency and service delivery 3. Design, develop and implement plans within your function that translate the Publica business objectives and council plans into working practices for excellent customer service delivery

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	<ol style="list-style-type: none"> 4. Understand the business requirements, perspective of users' needs and resource requirements to unlock improvements in operational performance / efficiencies and add value to the customer experience. 5. Ensure both business as usual tasks and agreed projects are delivered within agreed time frames 6. Harness new ways of working and innovation in delivering our public services at all times 7. Monitor, plan and control project delivery as required using different approaches and to deadlines and budget 8. Adopt a commercial mind set when monitoring and managing financial resources and budgets (both Publica and appropriate council budgets) 9. Always seek to raise standards and performance levels across your function and area of responsibility 10. Lead by example and demonstrate commitment in managing and improving the key performance indicators for your area 11. Act as a role model and coach in delivering the Publica Way and effective cultural change 12. Communicate plans, policies and industry trends including statutory changes, issues, risks and consumer demand within your area of specialism throughout Publica, including where relevant client organisations. 13. Work collaboratively to ensure a non-siloed approach to decision making and delivering services to customers <p>General Accountabilities</p> <ul style="list-style-type: none"> • The post holder is responsible for maintaining a safe working environment and ensure as reasonably practicable that safe working practices are adopted by employees within the work environment • Work in compliance with the Codes of Conduct, Regulations and policies of Publica • To have effective business continuity arrangements in place for your services and ensure an appropriate response to a major incident can be made, including taking up a designated role within the emergency management framework
<p>Essential Requirements, Qualifications, Skills and Abilities:</p>	<ul style="list-style-type: none"> • Educated to degree level or equivalent in a relevant profession • Substantial (5 years plus) post qualification experience in a relevant field / specialism • Significant experience of managing services during periods of large organisational change. • Ability to inspire and successfully motivate others towards shared objectives • Experience in preparing, negotiating and managing budgets • Ability to translate and influence strategic direction • Effectively manage knowledge and information across Publica and its clients • Ability to demonstrate a dynamic and proactive approach to problems and challenges

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	<ul style="list-style-type: none">• Be results driven as measured by your outcomes• Operate with integrity and build trust amongst others• Ability to address tactical issues in the short-term while maintaining strategic vision for the long-term• Communicates effectively in providing feedback and actively invites feedback from others
Desirable Requirements, Qualifications, Skills and Abilities:	<ul style="list-style-type: none">• Recognised sector relevant management qualification• Significant experience working with internal/external customers, partners/clients and elected members• Ability to work collaboratively with diverse stakeholders• Knowledge, understanding and experience of project management, financial management and budget planning• Demonstrable commercial and political acumen• Ability to interpret relevant complex regulation, legislation and guidance
Special Conditions:	<ul style="list-style-type: none">• There will a requirement to work at other Publica Group Ltd and/or client locations to meet the needs of the business.• You will be expected to work reasonable additional hours in line with the needs of the service• You will need the use of a car for work purposes
Date reviewed:	July 2023
Reviewed by:	Assistant Director - Communities
Manager job title:	Assistant Director - Communities
Date of issue:	