

**TEST VALLEY BOROUGH COUNCIL**  
**PERSON SPECIFICATION**

**Post Title: Head of Leisure and Wellbeing**

**Post No: LE1**

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>▪ Capacity to motivate and lead staff.</li> <li>▪ Political sensitivity and awareness.</li> <li>▪ Ability to relate to elected Members, members of Council's Officer Management Team, external professionals, immediate team/colleagues and the general public.</li> <li>▪ Strong commitment to customer service and satisfaction.</li> </ul>	
<b>ATTAINMENTS</b>	<ul style="list-style-type: none"> <li>▪ Educated to degree level.</li> <li>▪ Relevant professional qualifications.</li> <li>▪ Evidence of continuing development of management skills.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Management qualification.</li> </ul>
<b>SPECIAL APTITUDES</b>	<ul style="list-style-type: none"> <li>▪ Computer literate.</li> <li>▪ Excellent oral and written communication skills, including presentations to groups and the public.</li> <li>▪ Ability to work under pressure/good time management skills and to prioritise work.</li> <li>▪ Able to demonstrate an innovative approach and flexible and open management style.</li> <li>▪ Awareness of the capability of new technology and its contribution to the Service.</li> <li>▪ Able to demonstrate team building/leadership skills and to generate enthusiasm on the part of staff for the achievement of service and corporate objectives.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Thorough knowledge of the working of local government.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▪ Able to demonstrate achievement at management level in key areas of the post and Job Specification.</li> <li>▪ Staff management.</li> <li>▪ Able to demonstrate track record of effective partnership working with external agencies.</li> <li>▪ Able to demonstrate experience of preparing and implementing Business Plans.</li> <li>▪ Experience of managing delivery of leisure centres/sports facilities.</li> </ul>	
<b>INTERESTS</b>	<ul style="list-style-type: none"> <li>▪ An enthusiastic champion for a broad range of leisure and cultural activities.</li> <li>▪ Must have genuine interest in the provision of quality services.</li> </ul>	
<b>DISPOSITION</b>	<ul style="list-style-type: none"> <li>▪ Ability to demonstrate concern for the health and wellbeing of the Test Valley community.</li> <li>▪ Able to communicate appropriately and effectively at all levels with staff, Members and the public.</li> <li>▪ Able to work with and through others to achieve results.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Able to understand and use informal networks to achieve goals.</li> </ul>
<b>CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>▪ Politically restricted post</li> <li>▪ Able to attend meetings (including evening meetings) throughout the Borough and occasionally elsewhere.</li> <li>▪ Required to work in both Council offices in Andover and Romsey with frequent travel between the two,</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understanding of the roles of elected members and others.</li> </ul>

	driving license essential	
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