

Job Description

Job Title	Lead Assessor/Relief Team Leader
Grade	Band H
Reporting To	Leisure Operations Manager
JD Ref	REG0016G

Purpose

Act as a 'Relief Team Leader' to support the Leisure Manager in the management and operation of a nominated Leisure Centres. This includes management of the Byelaws Officer to ensure beach safety across the Wirral by ensuring bye laws are monitored and enforced through the summer season alongside leadership and coordination of the establishment of training plans at all of Wirral Council's swimming pools.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

Team Leadership and Management:

- Deliver day to day lead officer responsibility for all aspects of designated sports and leisure facilities as determined by the Leisure Manager.
- Manage all Trainer Assessor (TA) activity within the scope of the Performance Leadership Group (PLG) programme.
- Carry out assessments on temporary/seasonal staff as required.
- Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
- Through continuous improvement strengthen the tools, practices and impact of the service.

Communication, Engagement and Training:

- Liaise with the Internal Verifier and/or External Verifiers (EV) as required in respect of issues regarding the integrity of Wirral's programme that might affect approved centre status.
- Deliver Automated External Defibrillator (AED) training.
- Manage Continuous Professional Development (CPD) and Trainer Assessor (TA) courses as required and to ensure TA's are regularly up-dated and or trained via these sessions.
- Manage the first aid at work training programme.

Data Analysis and Decision-Making:

- Ensure the assessment process reflects fairly the course content and is amended to reflect any changes in the syllabus.
- Ensure that assessment report forms are fully completed and returned to Institute of Qualified Lifeguards (IQL) for processing.
- Provide feedback as required on the training and examination process to the Head of Service via the Internal Verifier (IV).
- Assist in the preparation of Pool Safety Operating Procedures (PSOP's).
- Provide technical advice to the Head of Service and Internal Verifier in respect of the programme and/or the National Pool Lifeguard Qualification (NPLQ) scheme.
- Assist in the composition of the PLG programme in collaboration with the Internal Verifier and Centre Coordinators.
- Provide technical advice in respect of the procurement of goods or services associated with the scheme.
- Ensure beach safety across the Wirral by ensuring bye laws are monitored and enforced through the summer season.
- Manage in liaison with the Leisure Manager and Team Leaders budgetary aspects of the service, ensuring the correct due diligence is in place that ensures all services secure optimum value for money.
- Responsible for the maintenance and replacement of the public rescue equipment situated around the coast.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure compliance with all Royal Life Saving Society (RLSS) codes of practice.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- Maintain current membership of RLSS UK.
- National Pool Lifeguard qualification.
- First Aid Trainer/Assessor qualification.
- Qualification to deliver AED training within the department.
- *Desirable – Pool Lifeguard Staff National Trainer/Assessor qualification.*
- *Desirable – Institution of Occupational Safety & Health (IOSH) qualification.*



Knowledge & Skills

- Full knowledge and understanding of HSG179 - Managing Health and Safety in swimming pools.
- A full understanding of pool safety operations and procedures.
- An understanding of the importance of Legislative Compliance and the Health & Safety at Work Act.
- Audit and Inspections - of all compliance paperwork required for Internal and External verification and for compliance with Wirral Council Standing Orders.
- *Desirable – Knowledge of grievance and disciplinary procedures.*
- *Desirable – Understanding of management Information systems and IT.*

Experience

- Supervisory skills.
- Practical Leisure experience.

Additional Information

- Ability to travel across the Borough and work from various locations.
- On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

- Working shifts
- Working with chemicals (industrial or cleaning)
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Working with children
- Exposure to persons with challenging or aggressive behaviour

Approved By: Damian Walsh - Senior Manager, Leisure Services

Date Of Approval: 27th July 2016

