



Job Description

Service:	Strategic Insight & Delivery
Job title:	Strategic Sports Development Officer
Grade:	G
Hours of work:	37
Responsible to:	Assistant Director Strategic Insight and Delivery
Responsible for	
Direct reports:	0
Indirect reports:	0
Budget:	

Purpose of Post:

To work within the Council's Strategic Insight and Delivery team to ensure sport and opportunity of sporting activity contribute to the delivery of Huntingdonshire as a place with the highest possible quality of life by:

- Improving the quality of life for local people, improving their happiness and wellbeing
- Creating a better Huntingdonshire for future generations

To achieve this by specifically:

- 1) Encouraging, influencing and enabling the development of sport provision and sporting opportunity within Huntingdonshire through prioritised action, taking oversight of the delivery of:

- Indoor and Built Sports Facilities Strategy
- Playing Pitch and Outdoor Sports Strategy

Ensuring sporting needs are updated to reflect changing socio-demographic factors and opportunities for sport. Delivery must address access and health inequalities.

- 2) Ensuring appropriate provision of formal and informal sporting provision enabled through housing development within Huntingdonshire.
- 3) Supporting community sport to secure funding that supports on-going provision and development of sport to meet Huntingdonshire's needs.
- 4) Working collaboratively with in-house sport provision, public, private and community partners, sporting associations and stakeholders to achieve improved health outcomes through sporting opportunity in Huntingdonshire including:

Council Services:

- One Leisure provision by the Council
- Active Lifestyles and Sports Development provision by the Council
- Community Development providing wider opportunities through sport
- Development Management and Infrastructure teams

Partners and Stakeholders:

- Sports associations investing in facilities and clubs
- Clubs and activity groups providing sporting opportunity and activity
- Developers seeking to provide the right facilities to support growth
- Town and Parish Councils through their facilities and community advocacy
- Other public services and community delivery organisations

Key Deliverables:

1. To improve the happiness and wellbeing of residents working to ensuring sufficient, good quality and accessible sport and leisure facilities across the whole district, regardless of provider.
2. To co-ordinate and provide professional and technical advice regarding strategic sport and facility development for the Council and external partners, stakeholders and organisations.
3. To contribute to and develop where appropriate, strategies to improve the health and wellbeing of the community contributing specific advice regarding the role of sport.
4. Prioritised actions in response to the Built Facilities and Playing Pitch Strategies
5. Supporting work arising from the delivery of the Health Embedded Journey of 'Huntingdonshire Futures' connected to sport.
6. Enable communities to develop sporting infrastructure using the community resilience framework. This includes overseeing the Leisure Facility Asset base that is currently leased / licensed to clubs and organisations.
7. Club Development: Providing information, advice and guidance supporting the third sector; helping sports clubs (including disability sports clubs) to be more active in their communities. Areas will include grants and funding, safeguarding, workforce development and increasing membership through campaigns, current initiatives and to access funding opportunities to provide additionality.
8. To take a lead enabling and influencing community resilience to upskill and support the community to deliver sustainable activities within community settings.
9. Maintain an accurate and up to date leisure facilities and sports clubs database and ensure accurate data is available on relevant systems including GIS and the LLPG.
10. Workforce Development: To review the framework of sports delivery in Huntingdonshire identifying and encouraging balanced and high-quality access and provision to sporting opportunity across Huntingdonshire.
11. Maintain effective partnerships with local sports clubs and organisations, Town and Parish Councils, County Sports Partnership, Sport England and National Governing Bodies of Sport to deliver the Health and Wellbeing agenda using Active Design principles among others.
12. To act as a consultee to the Planning Services Division on all planning applications which require an input regarding Sport Facility Development and contribution to increased physical activity in line with the relevant Supplementary Planning documents (SPDs). This will include seeking S106 and/or CIL contributions liaising with relevant HDC colleagues as required.

13. To act on behalf of the Council on major growth and strategic sites to help provide fit for purpose on-site facilities.
14. To correctly interpret and advise staff, SLT and Members upon current and new national, regional and local policies, linking into HDC policies, and to lead in the practical implementation of any new policies including the identification and development of training requirements. To give professional and specialist advice or support and undertake any necessary actions in relation to the effective operation of the team.
15. Consider effective procurement approaches in liaison with other HDC Managers as required; assess and evaluate tenders and quotations in accordance with the Council's procurement policy, including negotiating with contractors and suppliers in respect of prices.
16. Prepare, submit and manage external grant funding applications including the preparation of business plans, grant flow forecasts and monitoring reports. Advise relevant agencies, clubs and parish councils on funding opportunities for improving health and wellbeing.
17. Work with One Leisure to influence facility development to meet the needs identified for Huntingdonshire.
18. To provide reports and briefings to the portfolio holder and represent the service at Cabinet, Panels, Councils and at external bodies.
19. To attend and participate at local, county and regional multi-agency meetings to contribute to the work of the service and to develop, negotiate, sustain and monitor projects and management agreements and protocols with other agencies and statutory bodies.
20. To carry out any other duties on request that are commensurate with the post.
21. To ensure that the Council's equality and inclusion, data protection, code of conduct and other relevant policies, procedures and legislation are adhered to.
22. Other such duties as may be reasonably required from time to time.

This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable to respond to other duties that may be required from time to time and the changes and developments within HDC.

Knowledge and Qualifications

Degree in a relevant discipline Sports Development, Recreation Management or similar degree (E)

Recognised strategic management qualification to Level 5 or ability to demonstrate CPD to this standard. (E)

Current knowledge of national, regional and local legislation, policies, issues, initiatives and programmes relevant to sport and physical activity (E)

Knowledge of sports and leisure facilities including design, accessibility and ancillary requirements (E)

Thorough knowledge of interventions and initiatives for raising participation in sport specifically and physical activity levels (D)

Professional membership of CIMSPA or equivalent (D)

Recognised health and safety qualification e.g. IOSH Managing Safely (D)

Knowledge of the planning system (D)

Knowledge of sports development within a Local Authority environment (D)

(E) Essential

(D) Desirable

Experience

Management of sports, community and recreation facilities (E)

Significant, successful experience of applying for grant funding and delivering against project plans. (E)

Experience of project planning and project management (E)

Establishing and working with a wide variety of partnerships and stakeholder groups (E)

Development and delivery of strategy through a wide variety of stakeholders (E)

Procurement and contract management (D)

Advising development and infrastructure teams on development requirements for informal and formal sport (D)

Supporting prospective developers in the proposals and delivery of high quality informal and formal sports infrastructure (D)

(E) Essential

(D) Desirable

Skills and Abilities

Ability to produce clear, well-researched reports.

Ability to interact with customers, partners and members with tact, sensitivity and confidentiality.

Ability to set high standards in customer care and service delivery, to suggest and develop service improvements and to ensure that such standards are being achieved.

Ability to lead, manage, consult, inspire and motivate staff and to manage change in a matrix management environment.

Competent in use of information management systems

Ability to manage a range of diverse projects with a variety of stakeholders.

Ability to deliver evidenced based strategy and implementation plans.

Excellent communication and interpersonal skills (written and oral)

Excellent numerical, analytical and budgeting skills

Decision Making and Impact on Others

Makes and communicates clear decisions.

Makes effective decisions under time pressure.

Balances risks and benefits of various options and decisions

Takes responsibility for the outcomes and impact of their decisions and those they delegate.

Incorporates a range of views when making their decisions.

Considers all relevant data when making decisions.

Delegates decision making appropriately.

Considers diversity issues when making decisions

Communication with Internal and External Customers

The postholder will have frequent contact with members of the public, local businesses, community groups, all three tiers of local government, portfolio holders, councillors, statutory bodies and consultants. The postholder will also be expected to maintain and develop existing internal links with other Divisions and to develop further links as individual needs or corporate requirements dictate.

Post holder will need well-developed communication skills when liaising with external contacts, members and statutory agencies.

Internal (40%): OL Active Lifestyles team, L&H staff, Team Leaders, Activity Managers, Heads of Service, Directors, other officers across various divisions (e.g. community, operations, corporate office, planning, One Leisure Facilities)

External (60%): Councillors, other local authorities, Cambridgeshire County Council (e.g. CFAS), Town & Parish Councils, Sport England, Sports Coach UK, National Governing Bodies of Sport, School staff (head teachers, SSCO's etc), County Sports Partnership staff, community & voluntary organisations, sports providers including businesses & voluntary sports clubs.

Personal Attributes and Other Requirements

Be a good team worker demonstrating loyalty and commitment to the organisation and team members.

Accepts responsibility and accountability for own work and can define the responsibilities of others.

Recognises the limits of own authority within the role.

Seeks and uses professional support appropriately.

Understands the principle of confidentiality.

Demonstrates professional curiosity.

Presents their case persuasively upwards, downwards and externally.

Demonstrates confidence in their position.

Is credible and confident when presenting and communicating.

Makes use of personal and professional networks to gain support, learn from others and increase their opportunities to influence.

Adapts approach to engage others by appealing to those things that enthuse them.

Influences by highlighting and promoting the mutual gains to be made by following suggested courses of action.

Is aware of own emotions and manages them for maximum influence during negotiations.

Willing to travel and occasionally work unsocial hours.

Balances the need for immediate wins with the requirement for long-term successful relationships

Demonstrates awareness of how things shape events within business: is politically astute.

(E) Essential

(D) Desirable

HDC values



The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.

Inspiring: We have genuine pride and passion for public service; doing the best we can for customers.

Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.



Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.

Respectful: We respect people's differences and are considerate to their needs.

Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.

Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Ability to safeguard and promote the welfare of children and young people/vulnerable adults.
- Demonstrates understanding of safeguarding issues.
- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults whatever their life circumstances.
- Has a good understanding of the Safeguarding agenda.
- Can demonstrate an ability to contribute towards a safe environment.
- Is up-to-date with legislation and current events
- Can demonstrate how s/he has promoted 'best practice'.
- Shows a personal commitment to safeguarding children.