**Job Description**

**JOB TITLE :** Active and Healthy People Programme Lead

**GRADE :** Circa £58,000 (Job Evaluation Pending)

**POST NO :** 4205

**DIRECTORATE :** Communities, Health, Wellbeing Sport & Leisure

**REPORTS TO :** Director

**RESPONSIBLE FOR :** Developing Council policy and strategy in relation to Physical Activity, Health and Wellbeing and Sport & Leisure. Programme leadership and implementation of the national Sport England Exeter and Cranbrook Local Delivery Pilot Partner Programme

**LIAISON WITH :** Sport England national and regional Directors, relevant physical activity and health National Governing Bodies, Active Devon Board members, Greater Exeter Strategic Sports Board partners, portfolio holders and senior officers from East Devon, Teigbridge, Mid Devon and Devon County Council. Exeter City Futures Programme Lead and delivery partners and within the Council, Members and Senior Officers in other directorates. Members the public, and a wide range of external agencies, community leaders, partners and stakeholders.

**PURPOSE OF JOB**

To provide high profile, visible and effective leadership for the development of the Exeter and Cranbrook Local Delivery Pilot Partner Programme in collaboration with the core stakeholders and Sport England. To oversee the operational delivery of the agreed programme within the City Council and across the whole city system, managing the frontline delivery of demonstration projects across the whole programme area.

To provide advice and guidance to the City Council and partners on strategies and polices that will embed the Exeter and Cranbrook Physical Activity Vision into policy and practice. Oversee the development and implementation of the City Council’s Physical Activity Strategy encompassing Built Sport and Leisure Facilities, Pitches and Playing Fields, Sports Development and Active Travel.

This post is accountable for providing strategy, management, insight and strong leadership to all areas covered by the Sport England Local Delivery Pilot Programme and the Council’s Physical Activity and Active Travel strategies. The post holder, working with strategic partners across the city and in Cranbrook, will ensure that a comprehensive delivery programme is in place.

**GENERAL MANAGEMENT ACCOUNTABILITY**

1. Responsible for the strategic design, operational delivery and effective management of the Exeter and Cranbrook Sport England Local Delivery Partner Pilot programme. This requires working in partnership with Sport England, core strategic stakeholders and operational delivery partners to effectively engage them in design, delivery and governance of the programme across a range of complex areas.
2. Responsible for the design and delivery of the Council’s Physical Activity and Active Travel strategies, management of Council staff and resources in accordance with council policies and procedures. This requires working across all council directorates leading, inspiring and collaborating with officers and members to integrate our physical activity and active travel visons into all aspects of council policy and practice.
3. Responsible for working with the Exeter City Future Programme Lead to ensure full cross over and integration of the various work streams into a single coherent council programme.
4. Responsible for implementing council policy and strategy in relation to Physical Activity which will include working in partnership with the Director of Communications and Marketing on the design and implementation of formal consultation strategies in relation to the future use of the Council’s built sports and leisure facilities and pitches and playing fields.
5. To represent the Council on internal and external strategic and policy groups as required. To be the Council lead contact with Sport England and other relevant national bodies.
6. Management and leadership of staff within the directorate, including disciplinary issues, appraisals, training, setting of targets and objectives and monitoring; provision of annual training plans for the section.

**MAIN ACTIVITIES**

1. Provide clear leadership and management direction to achieve strategic development and operational delivery, ensuring that staff and stakeholders have a clear understanding of their responsibilities and contributions to the Council’s corporate plan and the City’s 2040 vision.
2. In consultation with key partner agencies and having regard to corporate initiatives, procedures and policy directives, the postholder is responsible for producing proposals and action plans for the delivery of the Sport England Local Delivery Pilot and the Council’s Physical Activity Strategy, including reports to Committee; implementing, monitoring and reviewing these arrangements and developing initiatives and providing advice to improve further the effectiveness of service delivery.
3. Provide visible, proactive and accessible leadership across all core strategic partners in relation to the Exeter and Cranbrook Sport England Local Delivery pilot. This will include a wide range of public speaking including formal presentations to committees and groups, informal focus groups, community events and briefing sessions as well as regular TV, radio, print and social media communications.
4. Provide strategic advice and leadership for the Wellbeing Exeter Programme ensuring that Council and partners strategies and polices are implemented by delivery partners and that additional programmes from the Sport England programme are fully embedded into the Wellbeing Exeter platform.
5. Responsible for the design and delivery of a comprehensive evaluation framework working with leading national and local academic and public health partners to ensure optimum conditions are in place for the measurement and monitoring of qualitative and quantitative impacts of all elements of the programme.
6. Responsible for the drawdown and deployment of substantial funds from Sport England and the effective management of these funds, in line with Sport England and council policy and procedures inducing the commissioning, procurement and management of a wide range of service delivery contracts.
7. Responsible for the identification of additional strategic external investment opportunities relevant to the Councils physical activity, health and wellbeing agendas leading on bids and application on behalf of city partners.
8. Responsible for advice and guidance on the development of model of Social investment to further the Council’s priority to reduce health inequalities.
9. Responsible for the financial management of large amounts of revenue income from Sport England including the issuing of invoices, allocation of income to cost centres, over-seeing audit checks and ensuring that associated administration is conducted properly.
10. To prepare the service annual estimates and budgets, working with relevant Finance Service staff to ensure that the information produced is accurate and timely.
11. Responsible for the collation, analysis, interpretation and reporting of statistical data for the Council and Sport England and other relevant authorities.
12. Responsible for ensuring adequate arrangements are in place to deal with incidents as defined under the emergency plan. This includes coordinating with other agencies, liaising with other council departments and ensuring that the service delivers the optimal response possible to the emerging incident.
13. Ensuring appropriate and regular liaison and collaboration with a wide range of other agencies and their strategies as part of a multi-disciplinary approach to physical activity and health and wellbeing including Public Health, Sport England, National Sports Bodies, NHS England, Public Health Devon, NEW Devon Clinical Commissioning Group, NHS Eastern Locality Forum, Devon Health & Wellbeing Board, Active Devon Board, Exeter Strategic Board, Exeter Health & Wellbeing Board and other Local Authorities.
14. Ensuring appropriate liaison and collaboration with other agencies and their strategies as part of a multi-disciplinary approach to health and wellbeing and physical activity such as the Police, Fire, Health Partners, Safer Devon Partnership, voluntary organisations and other Local Authorities
15. Responsible for ensuring that services are effectively resourced and that these are undertaken to the standards set in Council policies; deploying staff effectively and ensuring that they are performing to agreed standards (including at least monthly 1:1 supervisory meetings, recruitment and selection, use of disciplinary and absence monitoring policies and performance appraisal).
16. To provide supportive management to coach, develop and motivate staff and contractors and empower them to deliver high quality services and contribute to the achievement of Council priorities.
17. Responsible for ensuring that Data Protection, Freedom of Information and Records Management procedures are adhered to across the whole service, and offering guidance to staff where applicable in these areas.
18. To review and develop the services for which the post holder is responsible, and manage change to achieve continuous improvement, maintain agreed performance targets and to meet best value.
19. Assist with out of hours duties as required.
20. The post holder is responsible for the implementation of safe systems of work and the application of established health and safety procedures. The post holder must conduct regular risk assessments of their areas of responsibility, exercise such supervision and communicate such information as is necessary to ensure the health and safety of themselves, their staff, visitors and the general public whilst in the pursuit of the Council’s undertaking.
21. To undertake other duties which may arise or as may be delegated from time to time, appropriate to the grade of the post.

**DATE CREATED:** February **2018**

**Person Specification**

**JOB TITLE : Active and Healthy People Programme Lead**

**GRADE : Circa £58,000 (Pending Job Evaluation)**

**POST NO : 4205**

**SERVICE : Active and Healthy People**

**DIRECTORATE : Communities, Health, Wellbeing Sport & Leisure**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **CRITERIA** | **ESSENTIAL/ DESIRABLE (E/D)** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS &**  **KNOWLEDGE** | BSc. or MSc. in (or equivalent), Public Health, Health Promotion, Health Policy, Health economics/statistics, Sports and Leisure Management, Sports Science, Community Development or similar  Programme or Project Management qualification or evidence of comparable management training/experience  Comprehensive understanding and application of Sport England programmes, insights and evaluation methodologies  Asset Based Community Development from policy to practice | E  D  E  D | A, C,I, R  A, C, I  A, C, I, R  A, I, R |
| **EXPERIENCE &**  **SKILLS** | **Professional**  Experience and a good understanding of the role and function of Sport England, National Sports Bodies and their impact on local policy and delivery  Experience and a good understanding of Community Development approaches and in particular those that are asset based  Ability to lead, manage and motivate staff (both professional and non-professional, internal and external) to work as a team and achieve clear performance outcomes  Matrix management experience across and between organisations at strategic and operational levels  Experience of successfully managing staff disciplinary and performance issues.  The ability to understand, plan and manage budgets within financial standing orders.  Experience of applying for and successfully drawing down extensive funds from national bodies  **Planning organisational and communication skills**  Excellent written and oral communication skills with ability to provide a wide range of information, data and advice to decision makers in report format (e.g. senior managers, external partners and Members).  Excellent presentation and training skills, with the ability to present to a variety of audiences including public meetings.  Excellent analytical, organisational and forward planning skills, with the ability to develop strategic plans for the Council and partners over the medium term.  Highly developed communication and influencing skills  Excellent programme and project management skills with practical experience in programme planning, delivery, governance processes and change management | E  D  E  E  D  E  D  E  E  E  E  E | A, I, R  A, I, R  A, I, R,  A, I, R,  A, I, R,  A, I, R,  A, I, R  A, I, T  A, I, R,  A, I, T  A, I, R,  A, C, I, R |
|  |  |  |  |
| **SPECIAL REQUIREMENTS & ATTITUDE** | Ability to apply ‘critical thinking’ to problems and find workable solutions  Ability to frequently use initiative and to operate under minimal supervision only  Ability to prioritise own work and that of others and produce high quality, accurate work to tight timescales  Positive “can-do” attitude with the ability to inspire and influence others  Personal resilience in the face of complex partnership working requiring conflict management and resolution at strategic and operational levels | E  E  E  E  E | A, I, T  A, I, T  A, I, T  A, I, T  A, I, R |
| **OTHER** | Good IT skills, including Microsoft Office, similar applications and the ability to manage databases.  A demonstrable commitment to equal opportunities & customer care.  Knowledge of international, national and local policy issues which could affect the delivery of the programmes.  Knowledge and awareness of the global Smart Cities Movements and awareness of the challenges facing local government.  Knowledge of health and safety at work legislation & principles and how they are applied to staff and the service, in the context of an employer. | E  E  E  D  E | A, I, R  A, I,  A, I,  A, I,  A, I, T |

**COMPLETED BY:** Director

**DATE:** February 2018

**CATEGORY:** A – Application, C - Certificates, T – Testing, I – Interview, R - Reference