

Person Specification

Duty Officer (Health & Wellbeing)

	Criteria	Essential	Desirable	How Identified
Qualifications	NVQ Level 3 or equivalent qualification / experience	✓		Certificate
	Fitness Instructor qualification	✓		Certificate
	National Pool Lifeguard Qualification	✓	Certificate- to be achieved within 3 months of appointment	
Work Experience	Experience of working in the Leisure Industry	✓		Application / Interview
	Minimum 2 years supervisory / leadership experience		✓	Application / Interview
	Experience of working in a wet / dry facility		✓	Application / Interview
	Experience of working within a health and fitness environment	✓		Application / Interview
Special Aptitude / Skills	Excellent verbal and written communication and interpersonal skills	✓		Application / Interview
	Ability to follow procedures and guidance	✓		Application / Interview
	Highly organised	✓		Application / Interview
Knowledge	Proficient in the use of Microsoft Office; Word, Excel, Outlook	✓		Application / Interview
	Good understanding of all relevant Health and Safety	✓		Application / Interview
	Ability to utilise and learn from specific performance measures		✓	Application / Interview
	A good understanding of Emergency Action Plans and Normal Operating Procedures		✓	Application / Interview
	Good understanding of Safeguarding	✓		Application / Interview
Disposition / Attitude	Professional, smart approach and appearance	✓		Application / Interview
	Enthusiastic, positive and motivated	✓		Application / Interview
	Embrace change and new ways of working	✓		Application / Interview

Short-listing Comments

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Outcome: Interview / Hold / Regret