

Newcastle-under-Lyme Borough Council

PERSON SPECIFICATION

Job Title: Fitness Leader

Grade: 4/5

Post Ref:

Date: September 2020

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(1) Relevant Experience	<ul style="list-style-type: none">• Previous experience of working in a leisure/fitness environment/group exercise environment.• Previous experience of sales e.g. working within a sales role/environment.• Enthusiasm for the effective programming of sport and physical, efficient setting up of activities & innovation of delivery.• Working knowledge of Microsoft applications sufficient to input and retrieve data using packages such as Word, Excel and Outlook for email.• Evidence of continued	<p>Application form and Interview</p> <p>Application form and interview</p>	<p>Delivery of personal training sessions to clients and studio group exercise classes</p>

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	<p>professional development.</p> <ul style="list-style-type: none"> • Ability to build and maintain good working relationships with colleagues. • Good organisational skills - able to anticipate and meet regular deadlines. • Good communication skills via telephone, email and face to face 		
(2) Formal Academic Qualifications	<ul style="list-style-type: none"> • Minimum 3 GCSEs at grade A-C (or equivalent) 	Application form and certificates	<p>Minimum 5 GCSEs at grade A-C (or equivalent) including English and Maths.</p> <p>HND/Degree in a relevant discipline.</p>
(3) Vocational Qualifications and Training	<ul style="list-style-type: none"> • PT Level 3 	Application form and Certificate	<p>GP Referral Qualification</p> <p>First Aid at Work Certificate.</p> <p>Group Exercise / Exercise To Music qualification(s)</p>
4) Specialist Knowledge	<ul style="list-style-type: none"> • Working knowledge of computerised booking and membership systems (ideally Gladstone). • Knowledge of current and emerging health and fitness trends • Awareness of the need to maintain appropriate personal 	Application form and Interview	Working knowledge of risk assessments and related processes.

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
	boundaries with customers and in particular children/young people/vulnerable adults.		
(5) Special Working Conditions	<p>All employees are required to comply with the Authority's No Smoking Policy.</p> <p>Required to work evenings and weekends as part of the position.</p>		

Competency	Behaviours		How Assessed
Planning and Organising	1.	Adapts and works effectively in different situations in order to carry out variety of tasks, whilst remaining calm and level headed under pressure.	
	2.	Accepts constructive feedback and makes adjustments accordingly.	
Organisational Development	3.	Has the ability to set and meet challenging goals, creating own measures and consistently seeks ways of improving performance.	
	4.	Awareness of own shortfalls and takes	

		charge of personal development to keep skills up to date whilst developing knowledge within a particular area through learning.	
Communication	5. 6. 7. 8.	Communicates information clearly, accurately, positively and in a timely manner. Listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others. Demonstrates required skill in all forms of written oral and technological communication. Changes communication style and approach to meet the preferences of those with whom they are dealing with or of people from diverse backgrounds.	
Focusing on our citizens	16.	Take pride in the job and in delivering what our communities need; promote these successes and the difference it has made.	
Leadership	19. 20. 21.	Has the ability to motivate and lead a team to ensure effective performance against performance indicators. Provides effective leadership and values to the team, passing on own skills and knowledge where possible by using an effective coaching style. Praises a job well done.	

	28.	Makes decisions confidently and quickly when necessary.	
Strategic Thinking	32.	Creates or contributes to the creation of long term plans for the service area based on the vision for the service area and the overall Authority.	
Managing Change	35.	Ability to modify style in order to reach goals and to maintain effectiveness within changing environments and with varying responsibilities.	
	38.	Aspire to be better and exceed expectations and promote a positive 'can do' attitude.	
Performance Management	40.	Quickly highlight and deal with unacceptable behaviour and its impact on others.	
	42.	Evaluate mistakes and learn from them.	
	43.	Ensures individuals are clear about their own responsibilities and accountabilities.	
	44.	Uphold the Council's reputation by delivering on the community's expectations and encourage others to do the same.	
Living the values	45.	Demonstrates and champions equalities in the treatment of others and in the delivery of services.	
	47.	Express pride in what the Council does and uphold the reputation of the Council.	
	48.	Demonstrate high standards of personal and professional conduct and be a role	

	50.	model to others. Is prepared to admit to having made a mistake.	
Health and Safety	51. 52.	Demonstrates basic understanding of Health and Safety responsibilities within the workplace. Demonstrates an ability to ensure any agreed safety rules or procedures are effectively implemented within their areas of responsibility whilst helping others to understand their responsibilities and obligations.	