

Job Description



Community Services Directorate

Post Title	Bedwellty House and Park Manager		
Post Number	257FT	Grade	8
Base	Bedwellty Park	Hours of Work	37 Hours
Car User Allowance	Casual	Disclosure	Enhanced
Contact	David Watkins	Updated	5th March 2010

Principal Job Purpose

Responsible to: Leisure Services Manager

Responsible for: To give leadership to and to raise the profile of the Bedwellty House and Park project through effective management of its development and interpretation as a catalyst for the regeneration of the house and park, as a source of recreation and education for the community and to develop and manage commercial interests for the business. This is the key team leader post in helping to deliver the vision for the project through the active involvement of local people.

Principal Accountabilities

1. To prepare and manage the forward development plan for the house and park in line with the shared vision for the project.
2. To co-ordinate the involvement of the partner organisations, volunteers, and contractors in the work of the project.
3. To advise the board on the issues and requirements of the project.
4. To investigate fundraising and income generation opportunities.

5. To be overall responsible for the access, interpretation, corporate and educational programmes.
6. To manage the administration and financial budget for Bedwellty House and Park, ensuring volume, income and expenditure targets are met.
7. To oversee the daily operational management of Bedwellty House and Park including security and maintenance of the estate.
8. To effectively manage and motivate a small team of staff, identifying professional development and training needs in line with the needs of the service.
9. To play a key role in the development and opening of Bedwellty House and Park, planning events with the Programme Officer; supervising launch events, exhibitions and other activities designed to celebrate this high profile regeneration project.
10. To play a key role in the promotion and marketing of Bedwellty House and Park, working closely with the Programme Officer, Marketing and Research Team, Heritage Officer and Tourism Officer to ensure a high level of local and regional awareness of the events and facilities at the venue.
11. To research and keep up to date with the commercial, weddings and events sector to improve services and identify new business and income streams.
12. To monitor customer satisfaction and other performance indicators.
13. To act as Duty Officer for evening and weekend events.
14. To ensure that the venue adheres to the Council's financial regulations and licensing laws.
15. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
16. To undertake any other relevant duties appropriate to the grade as may be required by the Sports and Facilities Manager.
17. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.

Person Specification – Middle Manager

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	App. Form	Interview	Other (please specify)	Probationary Period
Qualifications/relevant experience					
G.C.S.E grade A-C Maths and English or equivalent.	Essential	✓			
Educated to Degree level or equivalent	Essential	✓			
Post-graduate qualification in the cultural heritage and or tourism sector	Essential	✓			
Other experience					
Experience of managing major projects	Essential	✓			
Enthusiasm for, and understanding of the ethos associated with the management of cultural heritage projects of this kind, and aware of the latest ideas and developments in practice.	Essential		✓		
Experience of marketing and promotion of activity programmes.	Essential	✓			
Experience of working in a private sector	Desirable	✓			
Experience of managing programmes, budgets, staff and resources against targets.	Desirable	✓			
Experience of managing events such as opening days, wedding receptions, exhibitions and activities.	Desirable	✓			
Knowledge/Skills					
To work as part of a team but also have the ability to work independently.	Essential	✓	✓		
Familiar with community involvement in heritage projects	Essential		✓		
Understanding of tourism, heritage and tourist destinations	Desirable	✓			

2. Special Requirements	Essential	Desirable
• Available to work Flexible hours	✓	
• Current and clean driving licence	✓	

3. Personal Competencies	Assessment Method
All competencies are regarded as essential,	

although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Leading People	Sets the standard of leadership for the service				✓
	Provides clear direction and goals for the service		✓ Essential		✓
	Takes direct responsibility and is accountable for actions	✓ Essential			✓
	Ensures the principles of equality and diversity are embedded in the service	✓ Essential			✓
	Recognises and celebrates others' contributions & achievements				✓
	Challenges inappropriate behaviour				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating the Vision	Translates the vision into operational objectives		✓ Essential		✓
	Develops long term objectives and strategies for own service area to achieve the vision				✓
	Proactively promotes the vision to others				✓

	Ensures others understand how their role contributes to achieving the vision				✓
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		Assessment Method			
Topic	Competencies	App Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Facilitating High Performance and Results	Is committed to continually improving performance of self and others	✓ Essential			✓
	Sets ambitious performance targets and priorities for self and others				✓
	Gives regular, constructive feedback on team/individual performance				✓
	Motivates others to achieve and improve performance				✓
	Recognises and celebrates success				✓
	Challenges poor performance appropriately				✓
	Seeks learning opportunities from results				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Maximising Potential	Encourages and develops personal accountability in others				✓
	Encourages others to think for themselves				✓

	Promotes risk-taking and supports appropriately	✓ Essential			✓
	Develops the skills, experience, and ambition of others at all levels to enhance flexibility of services				✓
	Promotes development in self and others				✓
	Supports and trains others in own areas of expertise				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Promotes a culture of open communication		✓ Essential		✓
	Communicates effectively, using a variety of styles, with a broad range of people				✓
	Creates and develops networking opportunities to influence				✓
	Actively listens and respects others' points of view				✓
	Checks own and others' understanding				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Making Informed Decisions	Considers implications of proposed decisions		✓ Essential		✓
	Ensures decisions link to continually improving				✓

	performance				
	Understands problem solving is part of the improvement process				✓
	Has the confidence to make ambitious, difficult, or unpopular decisions				✓
	Is able to justify and explain decisions				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Working together	Understands partnerships in the context of the "big picture"				✓
	Promotes and contributes to multi-agency partnerships to continually improve services for the citizen				✓
	Networks effectively internally and externally	✓ Essential			✓
	Identifies the expertise of others				✓
	Proactively shares knowledge and information				✓
	Seeks out the most appropriate people to contribute to partnership working, both inside and outside the service				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Promoting a Citizen Centred Culture	Recognises the importance of contributions from the community to setting and achieving continually improving services		✓ Essential		✓

	Promotes and develops a continually improving citizen-focused culture within the service				✓
	Contributes to initiatives enabling regular consultation and feedback from citizens on the quality and appropriateness of service delivery.				✓
	Engages with the community appropriately and respectfully				✓
	Is an ambassador for the organisation and the community it serves				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Working With Councillors	Establishes and continually improves positive and appropriate interaction with all Councillors	✓ Essential			✓
	Provides timely, constructive, high quality professional advice to assist the political decision making process				✓
	Abides positively with the protocols relevant to the political relationship				✓
	Is confident to refer enquiries to others when appropriate				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please	Probationary Period/ Performance Coaching

				specify)	
Pushing the Boundaries	Regularly and constructively challenges the status quo		✓ Essential		✓
	Proactively thinks how potential change will affect the citizen				✓
	Taps into the innovative and creative potential of others				✓
	Considers different methods/approaches				✓
	Encourages others to suggest new ideas				✓
	Supports and develops others' ideas				✓
	Looks creatively inside and outside the organisation for new ideas and actively shares good practice				✓