

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>9PE</b>	<b>Role Title</b>	<b>Physical Activity Place Lead</b>
<b>Grade</b>	PS9	<b>Reports to (role title)</b>	<b>Managing Director</b>
		<b>Directorate / School</b>	<b>Resources, Cultural Services</b>
<b>JE Band</b>		<b>Service / Department</b>	<b>Active Surrey</b>
		<b>Date Role Profile was created</b>	<b>Nov-24</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p><b>Role Purpose:</b></p> <p>Plan, implement and monitor the place expansion project in Stanwell.</p> <p>Build and grow key relationships both nationally and locally to support the place expansion's outcomes.</p> <p>Develop the evaluation and learning framework for the place.</p> <p>Build strong community engagement and oversee a Community Activator.</p> <p>Be responsible for the test and learn programmes to build our understanding of local need and opportunity.</p> <p>Coordinate local training and partner convening events.</p> <p>Report to the Place Governance Board and Sport England on strategy, budget management and impact.</p> <p>Work closely with Active Surrey, Spelthorne Borough Council, NW Surrey Alliance, Surrey County Council, the voluntary and community sector, Sport England and the wider Active Partnerships network.</p>
<b>Work Context</b>	<p>The post holder will be leading the place expansion in Stanwell in Spelthorne, an area of greater need in Surrey. They will build movement into the area from the ground up, working with organisations and communities to understand the issues and barriers preventing people from being active and working together to develop local solutions and build our learning.</p> <p>Their passion, understanding and experience of physical activity will contribute to the efficient delivery of programmes.</p> <p>The role requires the need to work across the county with minimal direct supervision. This role will be a combination of office and home based.</p>
<b>Line management responsibility</b> if applicable	Programme includes line management responsibility for a part time Community Activator.
<b>Budget responsibility</b> if applicable	<p>Directly manage budgets (circa £290k over 2 years)</p> <p>Indirect: advise and recommend cross-team budgetary spend.</p>

<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<p><b>Service Development</b></p> <ul style="list-style-type: none"> <li>• Contribute to the development and achievement of business plans in their work area to develop and implement agreed strategy.</li> <li>• Promote and manage the delivery of the service to meet the needs of the public.</li> </ul> <p><b>Planning &amp; Organising</b></p> <ul style="list-style-type: none"> <li>• Plan workloads and secure resources to enable the team/s to achieve a quality service.</li> <li>• Lead projects and reviews within a defined area of work as directed by their manager to promote engagement with the service area.</li> </ul> <p><b>Analysis, Reporting &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>• Ensure processes and systems are in place to monitor and review service delivery and achievement of agreed objectives.</li> </ul> <p><b>Finance/Resource Management</b></p> <ul style="list-style-type: none"> <li>• Monitor and advise on budget expenditure in accordance with the organisation's policies and procedures.</li> <li>• May manage external suppliers and contracts.</li> </ul> <p><b>Work with others</b></p> <ul style="list-style-type: none"> <li>• Liaise, communicate and build relationships with other internal departments, partner organisations, agencies and/or contractors on operational issues to share knowledge or best practice and ensure quality, integrated service delivery.</li> </ul> <p><b>People Management</b></p> <ul style="list-style-type: none"> <li>• May manage a team operating in a well defined specialist area and organise deployment of staff and work and/or appropriate support for service users.</li> <li>• Monitor and support the performance management and development of team members to ensure that individual contributions are maximised.</li> </ul>
<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Degree and/or relevant professional qualification or considerable experience of working within the service area.</li> <li>• Thorough knowledge of the service/functional area including relevant legislation, policies and procedures relating to the service area.</li> <li>• Strong customer focus and the ability to listen to and understand customer needs to ensure excellent services are provided.</li> <li>• Ability to understand and monitor budgets in accordance with financial procedures.</li> <li>• Proven written and oral communication and interpersonal skills with the ability to maintain effective working relationships at all levels.</li> <li>• Proven IT skills and able to use technology to be effective in the role.</li> <li>• Ability to prioritise and plan and make best use of personal resources in achieving performance objectives.</li> <li>• Ability to manage a range of projects through to completion.</li> <li>• Able to lead team working, and use supervision to improve personal performance and practice of junior staff.</li> </ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<p>An understanding of managing complex projects and budgets.</p> <p>Love of evaluation and learning techniques so we can capture and share what we discover, both nationally and locally.</p> <p>Excellent collaboration skills, able to draw people with you and find ways to work across organisations.</p> <p>Understanding of both systems thinking, stakeholder engagement and community development.</p> <p>Able to self start, to unpick challenges and create opportunities for change.</p> <p>Passion and ambition for the role of physical activity to make a difference.</p>

<b>Role Summary</b>	<p>Roles at this level lead and manage the work of a team providing an operational service to enable customers to make informed use of the service, facility, or to obtain information or entitlement, or providing services in the community to standards and budgets. Alternatively they may be an experienced professional/specialist leading on a project to promote a community/cultural activity. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will work closely with customers, staff, partners, agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and improving service delivery. These roles will contribute to the development and achievement of their area's business plan. They will work largely autonomously with access to guidance from more experienced professionals.</p>
<b>Reference Number</b>	BM-2024-286

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