

<b>TONBRIDGE &amp; MALLING BOROUGH COUNCIL LEISURE SERVICES BUSINESS UNIT</b>
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<b>JOB DESCRIPTION</b>
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DATE:	APRIL 2006
TITLE:	GENERAL MANAGER
GRADE/SALARY:	C20 - £34,000 TO £36,000
LOCATION:	LARKFIELD LEISURE CENTRE
REPORTS TO:	LEISURE CONTRACTS MANAGER
SUPERVISES:	ASSISTANT MANAGER HEALTH AND FITNESS MANAGER ADMINISTRATION MANAGER

**GENERAL DESCRIPTION OF ROLE:**

To be responsible to the Leisure Contracts Manager (LCM) for the overall management, operation and development of Larkfield Leisure Centre (LLC) and the services it provides.

**SPECIFIC FUNCTIONS:**

1. To report to the LCM and be responsible for the operational management of the Centre, with priority focus on delivering the key areas of service delivery at a high standard to the customer on a day-to-day basis.
2. To participate as an integrated member of the Leisure Services Business Unit Service Management Team.
3. To direct and supervise the operational team at Larkfield.
4. To appraise all relevant staff on an annual basis.
5. To assist with the implementation of Capital Development Schemes at Larkfield Leisure Centre.
6. To review regularly the Centre programme and implement change as appropriate.
7. To prepare and implement a Service Improvement Action Plan, based upon the requirements of the Quest Registration.
8. To assist the LCM in the consideration of the staffing structure (and resource proposals) at Larkfield Leisure Centre.
9. To be responsible for the safe and effective operation and maintenance of assets at Larkfield Leisure Centre.

10. To maintain and develop effective communications and positive working relationships at Larkfield Leisure Centre and with individuals, sections and services within the Council and other organisations as appropriate.
11. To maintain and develop links with individuals, user groups, outside agencies and organisations to facilitate the provision of a customer orientated approach to service delivery.
12. To maintain control of all income and expenditure in compliance with T&MBC's Contract Procedure Rules and Financial Rules, acting as signatory and budget holder for Larkfield Leisure Centre.
13. To continue to develop and implement a health and safety management framework appropriate to the operation of Larkfield Leisure Centre and in accordance with all relevant legislation acting as the on site competent person for health and safety.
14. To hold a personal bar licence at Larkfield Leisure Centre.

This job description is not intended to exclude any task, which the post holder might reasonably be required to undertake by the LCM.