



JOB DESCRIPTION

<p>Job Title: Lakeside Campus Outdoor Activity Supervisor</p>	<p>Band 5: £25,138 to £28,759 per annum <i>Opportunity to progress to £30,488 subject to performance and the university reward scheme</i></p>
<p>School: School of Sport and Exercise Science</p>	
<p>Reporting directly to: Lakeside Campus Manager</p>	
<p>Main Duties*:</p> <ol style="list-style-type: none"> 1. To supervise the operation of Lakeside Campus (LC) outdoor multi-activities with associated inclusive facilities, ensuring they remain accessible to the complete range of students, staff and community users. 2. Taking responsibility for a specific function in the service to lead a dedicated area of responsibility in safety management (i) safe staff training and deployment, or (ii) safe activity systems and risk management assessments: <ul style="list-style-type: none"> • Prepare, deliver and annually evaluate the LC pt outdoor instructor staff training plan. Having supported the recruitment process, lead their staff induction and role-specific training plans to deliver land, aerial and water-based activities. Mentor the large team of part-time outdoor activity instructors employed to work for LC. Lead training and daily deployment to deliver all programmed activities. • Maintain accurate records of individual staff training status and ongoing competence in technical assessments to meet statutory legislative standards and pass Technical Advisor (TA) assessments. • Lead preparation and implementation of safe activity systems and risk management assessments meeting daily to annual timeframes using onsite asset management system (eg Gearlog). Ensure all site facilities (e.g. arboricultural area, water bodies, aerial tower) and equipment safety inspections, servicing and testing is coordinated, recorded and written records are undertaken within legislative time frames to manage risk while meeting and maintaining statutory obligations as necessitated by TA's, the Adventure Activities Licensing Authority (AALA) and other national licensing bodies. Ensure equipment repair, quarantine and purchasing systems are accurately recorded, maintained and available for immediate inspection. 3. Co-ordinate and mentor level 4 to level 7 students undertaking academic placements and supporting students in gaining professional practise hours within the Lakeside Campus work environment. Liaise with academic colleagues on proposed content to ensure the module placement will enhance each students learning experience and future employability in their chosen industry. 4. Contribute to the promotion and external profile of the University. This involves participation in visit / open days, undertaking administrative duties and participating in relevant meetings and committees within the SSES and across university as directed by the LC Manager. Engage throughout with a dedicated focus on improving student opportunities and experience and enhancing community engagement. 	



5. Contribute to LC commercial and internal financial performance targets by leading on the allocation and monitoring of pt staff hours via an online rota system. Plan year round and adjust staffing levels by considering daily programme demands to remain within the annual pay expenditure budget. Prepare monthly staffing reports for LC Manager.
6. Generate university and external commercial business from point of enquiry to completion of delivery to meet financial targets in parallel with internal university academic pathway demands and student recreation delivery targets. Prepare and operate booking and point of sale systems ensuring the needs of all customers and stakeholders are met.
7. Lead the preparation, set up and take down of outdoor activity technical equipment for all University academic pathways, students, staff, external community clients, stakeholders and events, working in collaboration with cross-university services as appropriate.
8. To supervise the operation, preparation and delivery for a range of internal and external local, regional and national outdoor events at LC ensuring they are completed to high professional industry standards working in collaboration with events and communication teams from across the university.
9. To be capable of dealing with all accidents, incidents and near misses (for example safeguarding, first aid, equipment, maintenance, concerns, and complaints) that may arise during shift in a professional manner following prescribed University procedures, and ensure reports are duly recorded and submitted to the appropriate manager.
10. To be capable of supervising a complete evacuation of any Lakeside Campus activity or building and associated facilities in case of emergency, liaising with Campus Security and external emergency services as necessary. Therein, prepare Personal Emergency Evacuation Plan's (PEEP's) for disabled clients and supervise pt outdoor staff in respect of appropriate implementation if / as required.
11. Maintain positive working relationships with all directors, heads of service, managers, colleagues from across the university estate, and external contractors. Supervise part time staff to assist with all other UW services as appropriate (E.g. UW Cleaning, CSAs, Grounds, Estates, Catering, and Security).
12. To undertake, from time to time, CPD training and any other duties commensurate with university approved policies.
13. Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.
14. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.
15. Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account the University's commitment to environmentally sustainable ways of working.

*The above does not represent an exhaustive list of duties associated with this role.



UNIVERSITY *of*
WORCESTER

Disclosure: This employment is exempt from the Rehabilitation of Offenders Act 1974. Candidates will be required to declare any criminal convictions, cautions or bind-overs, including any that would be regarded as spent under the Act in other circumstances. If you are selected for appointment, you will be required to apply to the Disclosure and Barring Service for a Criminal Records Check / Barred List Check.