



JOB DESCRIPTION

DIRECTORATE:	Community Services
DIVISION:	Sport and Recreation
JOB TITLE:	Director MSP
GRADE:	12
SALARY RANGE:	£59,620 - £66,313
LOCATION:	City Wide
PRIMARY PURPOSE OF THE JOB:	To lead, manage and motivate the MSP Team to ensure a strategic approach to the growth and development of Physical Activity and Sport across Merseyside.
DIRECTLY RESPONSIBLE TO:	Director Community Services LCC
DIRECTLY RESPONSIBLE FOR:	The MSP staff team

MAIN AREAS OF RESPONSIBILITY:

- To provide strategic leadership and direct the day to day operation of the MSP team.
- To lead the development, monitoring and review of the annual business and development plans and policies.
- To be accountable to the MSP Strategic Board, implementing the strategic direction set by the board and translating this into operational delivery.
- To work effectively with and report to the MSP Strategic Board on delivery of the priorities and plan, staffing, finance, risk and corporate governance.
- To maintain and develop high quality working relationships which deliver impact with partner organisations, particularly with representatives from national , regional and local strategic bodies.
- To provide leadership, vision and advocacy for physical activity and sport in Merseyside ensuring the partnership has a strong profile at regional and national level.

- To provide specialist expertise in the development of physical activity and sport across a large diverse partnership, leading, advocating and promoting participation in sport and physical activity.
- To contribute to the development and delivery of the Merseyside Local Authorities Physical Activity and Sports Strategies.
- To identify and develop business and funding opportunities that can develop the organisation and enhance the delivery of physical activity and sport across Merseyside.
- To manage and monitor the annual budget including financial planning and compliance with any grant conditions.
- To develop effective working relationships with Sport England and UK Sport and ensure national strategy and policies are translated into local strategy and policies.
- To provide effective leadership to the MSP team and develop the skills and competencies of individual staff members.
- To be responsible for monitoring and evaluating organisational practices, challenging underperformance and leading the annual service review to ensure the MSP staffing structure and work programmes reflect the business objectives.
- To develop, review and manage performance management systems and processes to demonstrate the value and impact of the MSP work and activities.
- To advise the MSP Strategic Board on Central Government and Sport England policies and emerging opportunities affecting the work of the partnership.
- To develop the MSP commitment to equal opportunities and to promote non-discriminatory practices in all aspects of the work.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements, Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation and codes of practice.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility