

Context of OSAL Review

The review took place following the operational review of Business Support (Leisure) which recommended that responsibility for outdoor leisure bookings would become a remit of the business support function.

Outdoor Leisure is a function within the department which focuses on the planning and staffing of outdoor sports facilities for association football gaelic games, rugby, cricket, bowling etc. The operation of the Outdoor Leisure function was returned to Parks Services following the removal of the client/contract split and is under the management of the Principal Parks & Cemeteries Services Manager.

The responsibilities of the OSAL unit currently includes:

- The planning and delivery of events within parks including fun days in parks across the city and 3 main events per year; the Spring Fair, Rose Week and the Autumn Fair.
- Management and control of Facility Management Agreements.
- Management of the small grants scheme for events
- Booking of facilities – pitches, cricket and bowling.
- Statutory duties for maintaining access to the countryside
- Statutory duties for biodiversity including policy, practice and environmental education.

Current staffing establishment:

The Open Spaces and Active Living Unit currently consists of 7 permanent posts:

- 1 x Open Spaces and Active Living Manager,
- 1 x Biodiversity Officer,
- 1 x Countryside Officer,
- 1 x Marketing Officer,
- 1 x Marketing and Events Co-ordinator,
- 2 x Industrial Placement Students.

OSAL Recommendations

- Following the review of business support within the leisure centres, capacity was identified amongst business support staff thereby giving the department an opportunity to provide much needed administrative support to parks management.
- Having given consideration to the duties set out in the post of Biodiversity Officer it would appear that the function of Biodiversity may have more synergy elsewhere in the department. A further review of this function is required.
- The post of Countryside Officer interfaces effectively with other posts within the department specifically the Sports Development Unit and Community Parks Outreach Managers. There is a requirement to further support the

Open Spaces and Active Living Manager who has overall responsibility for the delivery of an environmental education programme.

- It will be required to delete the two existing posts of Outdoor Leisure Officer (scale 6) as the booking of outdoor pitches has been reallocated to the Business Support function and evidence suggests that support is required a more appropriate level to assist the Open Spaces and Active Living Manager with FMA's, effective management of allotments and other administrative processes. Therefore the proposal is to create a new post of Open Spaces and Active Living Officer at SO2, and a new post of Open Spaces and Active Living Co-ordinator at Scale 5. These posts will fully support the Open Spaces and Active Living Manager and take a lead role as appropriate in the management of FMA's, the co-ordination and administration of allotments, assisting with the organisation of events and other participatory activities and ensure the development and maintenance of appropriate IT systems for the unit.
- Following the recent review of Business Support provision within Leisure, two new posts of Business Assistant were created. It was agreed that one of these will service the Ozone Leisure Complex and take responsibility for the booking of outdoor leisure pitches. This responsibility was previously carried out by one of the Outdoor Leisure Officers. The reallocation of this function to business support permits the two new posts mentioned above to focus on the wider remit of Open Spaces and Active Living.
- The post of Countryside Officer should be renamed to better reflect the responsibilities of the post. We recommend the title of Outdoor Recreation and Education Officer as this takes account of responsibility for education programmes such as 'Watch This Space'. The JD will also be refreshed to reflect the important responsibility for networking with other officers in the department including the new participation posts within Leisure Services.
- There is no longer a requirement for a Marketing Officer post within Open Spaces and Active Living as this function now comes under the remit of the Policy and Business Development Unit.
- The post of Marketing Officer would be deleted from the structure as the responsibility for this function has moved to the Policy and Business Development Unit. A new post of Events Officer would be created. This new post will have responsibility for the development, management and delivery of a comprehensive, customer and community focused programme of events. This programme of events will not be limited to annual parks events e.g. Spring and Autumn Fair and Rose Week but will include the establishment of regular programmes, schemes, fun days and events to encourage the use of open spaces and promote active living across all Parks and Leisure facilities.
- The post of Events Officer will have accountability for providing advice and guidance regarding events and act as first point of contact for existing and potential customers.
- This post will also ensure that all relevant permissions are sought and that health and safety requirements, licences etc. are in place.
- The post of Events Co-ordinator has been refreshed to fully support the new post of Events Officer e.g. to assist with the development, management and delivery of a comprehensive, customer and community focused programme of events. It is anticipated that this post will now be externally recruited.