



Operations Director Additional Information

Thank you for considering applying for our Operations Director vacancies. This information is intended to help you understand a bit more about these vital roles and the recruitment process.

We use our online recruitment portal to administer the application process. In here you will find:

- This document – which provides additional information.
- The role profile – which details the key requirements of these roles and sets out the skills, knowledge and experience that are required.
- The application form – which must be completed in order to apply (please note that we do NOT accept CV's) – please answer the competency based questions as fully as you can, providing examples to evidence your skills and experience.

Overview

Our Operations Directors form part of our Strategic Leadership Team (SLT). Our SLT is led by our Chief Executive, June Peebles, and together, this small team are responsible for the continued success and achievements of Edinburgh Leisure.

As a result of the retirement of some key operations colleagues, we have reviewed our Operations Management structure, and created two Operations Director posts. These posts will work closely together to direct and lead our Operations.

The role profile details the essential and desirable experience that we are seeking. Previous experience at a senior/strategic level is vital, as these roles are responsible for a wide range of staff, customers and services.

It is very important to us that our staff represent the communities that we serve, so we welcome applications from a diverse cross-section of our communities.

The Application Process

We use an online application process. The online form captures:

- Essential personal details (so that we can contact and communicate with you)
- Your qualifications (so that you can evidence that you meet the minimum criteria)
- Your previous jobs and work experience (to evidence that you have the essential skills and experience required)
- Three competency based questions (so that you can provide evidence of your skills and knowledge and explain how you put these into action)
- Demographic data (so that we can measure diversity and inclusivity – this information will be kept separate from the selection process and not shared with the panel at any time).

The Selection Process

We will review all the applications and select the applications that best fit the role profile and invite them to the first assessment. The first assessment will involve psychometric assessments and interviews conducted by The Keil Centre. If you are invited to take part, then you will receive an email with further information. These assessments will take place via online activities and a Teams video call. These assessment activities are planned to take place between 12th and 22nd October.

The successful candidates from the first assessment, will be invited to take part in a panel interview. The interview panel will be our Chief Executive and up to three current Board members and will use competency based questions. Due to the current Covid restrictions, we expect to conduct the interviews online using Teams video calls. We are likely to hold these interviews on the 4th and 5th November (exact dates and times will be confirmed if invited to attend an interview).

Further Information

Information about Edinburgh Leisure and the work we do is on our website www.edinburghleisure.co.uk.

We would encourage you to have an informal discussion about these opportunities, with our Chief Executive, June Peebles. June can be contacted by email junepeebles@edinburghleisure.co.uk.

If you have any questions about the process, please email hrsupport@edinburghleisure.co.uk and one of the HR team will help you.