



Job Information Pack

Job Title:	Fitness Coach
Reference No:	DEE04489
Service Area:	Leisure and Sport
Location:	Olympia
Working Hours:	37
Grade:	5
Salary:	£21,665-£22,302
Post Status:	Permanent
Interview date(s):	
Interview to include:	
If you have any queries regarding this vacancy, please contact:	Chris Baily (Health and Wellbeing Manager) - 01382 436930 chris.baily@leisureandculturedundee.com

Thank you for your interest in this position.

If you have any queries regarding your application form or questions regarding the vacancy please contact the person listed above.

If you have any queries about the Job Information Pack or application process, please contact the Employee Support Team. You can do this by telephoning 01382 431570, by emailing the Employee Support Team at employee.support@leisureandculturedundee.com, or by post to Employee Support Team, Leisure & Culture Dundee, First Floor, 1 Shore Terrace, Dundee, DD1 3AH.

Leisure & Culture Dundee is committed to Equal Opportunities.

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IDENTIFICATION

Post Title:	Fitness Instructor	Post Ref.:	742122
Section:	Leisure and Sport	Grade:	5
Responsible to:	Health and Wellbeing Manager		
Responsible for:			

JOB PURPOSE

To deliver a wide range of fitness services across Leisure and Culture Dundee programmes which will include working on mainstream and referral based programmes with those who experience multiple barriers to physical activity participation and those with long term medical conditions

PRINCIPAL WORKING CONTACTS

1. Health and Wellbeing Manager for daily supervision/reporting, allocation of duties, personal performance and service standards.
2. Colleagues in Leisure and Sport, and Leisure and Culture Dundee with regard to improving the quality of service delivery and operational efficiency of Leisure and Culture.
3. Colleagues in Leisure and Sport, and Leisure and Culture Dundee with regard to securing financial, management and marketing information in the interests of business efficiency and reporting requirements.
4. Colleagues in Leisure and Sport, and Leisure and Culture Dundee with regard to accounting, audit and computer requirements or general exchange of information.
5. Other organisations, agencies, contractors and customers in relation to all of the functions under the post-holder's control.

MAIN DUTIES

1. To deliver the full range of Fitness Instructor functions and customer service requirements relating to the safe and efficient operation of Fitness Studios to which you may be assigned. Liaise with Duty Officers and other relevant colleagues, such as Leisure Attendants & Reception staff, in the interests of efficient deployment of resources and improving the quality of service delivery.
2. Within the scope of your training and qualifications, deliver approved health & fitness sessions for customers/clients and Leisureactive members. The following examples are not necessarily considered to constitute an exhaustive list: Fitness Equipment Inductions; Active-for-Life; Customised Training Programmes; Lifestyle, Health & Fitness Assessments; Personal Training Sessions.
3. Support colleagues with the collective effort to promote overall health & safety improvements and assist with processing of accident reports as required.

4. Assist with the exercise of sound financial control in relation to resources, working with colleagues to process tender documents, meet user targets, increase income potential and improve operational efficiency in accordance with the prevailing Business Plan.
5. Ensure full compliance with all Leisure and Culture Dundee policies/systems/procedures and relevant Council policies/systems/procedures.
6. Assist with developing the potential for exploitation of information technology (IT/ICT) in the interests of business efficiency and quality service delivery, including staff training.
7. Assist with implementation of approved pilot initiatives to trial and refine potential improved ways of working, prior to wider implementation at other relevant Leisure and Sport Centres.
8. Assist with efforts to ensure business continuity, so far as is reasonably practicable, working with technical and other relevant colleagues within, or external to, the organisation to promote safe/efficient service delivery.
9. Work effectively with partner agencies, particularly NHS, to further any relevant mutual interests. Assist with monitoring the operation of franchisees or other organisations working with Leisure and Culture and help with action to resolve any performance deficiencies.
10. Work effectively with colleagues to assist with preparing development proposals and funding bids to help Leisure and Culture capitalise on any external and internal funding opportunities.
11. Work effectively with colleagues to assist with preparing development strategies for all Centres and facilities where Leisure and Culture has an operational interest, helping to develop significant areas of customer impact, such as Health & Fitness, Swimming Lessons, Activity & Aquatic Sessions/Classes and any promotional initiatives.
12. Work effectively with colleagues to assist with improving quality standards in Centres & facilities where Leisure and Culture has an operational interest. Help to ensure a high level of service is delivered in accordance with the Customer Charter. Assist with ensuring customer expectations are met. Help to investigate and respond effectively to customer enquiries/complaints.
13. Work effectively with colleagues to help improve marketing efforts, specifically in areas of promotional evaluation, web-site development, user-group liaison/outreach, community engagement and customer ratings/surveys/feedback.
14. Work effectively with colleagues to help promote leisure membership business, maximise retail sales potential, improve booking arrangements and develop management information reporting to facilitate performance measurement and business analysis.
15. Work effectively with people who have a specific responsibility for Training, to help deliver any training to colleagues relating to your role.
16. Attend any meetings and help prepare records/minutes as required. Assist with preparing any necessary reports, returns, statistics, Board/Sub-Group/agenda/committee papers and any other relevant management information in accordance with established formats/timescales and help to conduct any relevant consultation in relation to any of the above.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Fitness Instructor

DIVISION/DEPARTMENT SECTION: Leisure and Sport

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	S/NVQ Level 2 Fitness Instructor GP Referral Programme Consultant Qualification (or willingness to attain within 3 months) First Aid Qualification	BACPR Phase IV Exercise Instructor Qualification Fitness Scotland, or equivalent, qualifications/certificates. CanRehab Instructor Qualification	Interview
RELEVANT WORK/OTHER EXPERIENCE	Experience working in a gym environment Experience in delivering fitness sessions to groups Experience in carrying out fitness assessments and writing structured fitness programmes		Interview References
PARTICULAR SKILLS/ABILITIES	Excellent communication and delivery skills. Ability to organise sessions and time effectively.		Interview References
PERSONAL QUALITIES	Approachable Reliable Ability to motivate others		Interview References
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Ability to work flexible hours at various	Current driving licence	Interview References

	<p>locations within Dundee.</p> <p>Willingness to undertake training opportunities for purposes of both personal and service development.</p> <p>Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update.</p>		
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Terms and Conditions of Employment

Pay Method	You will be paid on the last working day of the month by BACS (electronic funds transfer). Pay for part time, or those who work less than 52 weeks per year (eg term time), will be calculated on a pro rata basis.
Pension	Employees will automatically become a member of the Local Government Pension Scheme.
Employee Benefits	<p>Benefits:-</p> <ul style="list-style-type: none"> • Incremental salary scales • Learning and Workforce Development opportunities • Employee Performance Development and Review • Contributory Pension Scheme (including 17% by the employer) • 26 days annual leave, rising to 31 after 5 years continuous service. 5 fixed public holidays per annum (based on full time employment). Leave for part time or temporary (less than a full year) employees will be calculated pro rata of that for full time employees. • Flexible Working opportunities • Childcare Voucher Scheme • An employer commitment to Healthy Working Lives • Wider Wallet Employee Discount Scheme • Access to Occupational Health Support • Entitlement to Sickness Allowance after 6 months service. As per National Terms and Conditions, up to 26 weeks full pay and 26 weeks half pay after 5 years continuous service.

Leisure & Culture Dundee are currently reviewing their terms and conditions of employment. This may result in a change to your hours of work or pay. Normal collective bargaining processes will take place prior to notification of any change.

How to Apply

Thank you for your interest in working with Leisure & Culture Dundee and we look forward to receiving your application.

The following pages contain guidance and information which we hope will help you to complete your application as effectively as possible. They also explain how we recruit and the type of people we are looking for. Please take a few minutes to read this information.

Please note, we do not accept paper application forms, you must apply online. We also do not accept Curriculum Vitae (CVs) in support of, or instead of, your online application.

If you are unable to access the internet at home, you can do so at your local library. For further information, or to find your nearest library, please visit http://www.leisureandculturedundee.com/library/your_libraries, or telephone 01382 431500. If you have a disability and require reasonable adjustments, please call 01382 307485 to discuss.

We advertise all of our vacancies on www.myjobscotland.gov.uk (the national recruitment portal) and via JobcentrePlus across Dundee. If you apply for a job via JobcentrePlus, you will automatically be redirected to the MyJobScotland recruitment portal. The recruitment portal allows you to register your details and create a personal account, where your information is saved and can be used for future applications.

Your application will be acknowledged automatically to the email address you supplied on your application. Please make sure you check your email, or your myjobscotland online account, regularly. If you do not receive an automated acknowledgement within 24 hours of submitting your online application, please contact us on, either, 01382 431570 or by emailing the Employee Support Section at tracy.edgar@leisureandculturedundee.com, to ensure that your application has been received.

The interview date(s) are shown on the first page of this Pack, along with advance notice of any presentations, tests, group exercises, etc, that will form part of the selection process, including any site visits you would need to attend.

Look carefully at the Person Specification, as what you say in your application will be assessed against that criteria. The quality of your application will be our first impression of you so you should make it clear that you have spent time and effort completing it. Make sure you complete all sections fully and accurately.

Use examples to demonstrate how you meet all of the essential requirements for the job, including the behaviours. This is really important because only those who can demonstrate that they meet all of the essential criteria will be considered for interview.

WHAT IS IMPORTANT TO US WHEN WE RECRUIT NEW STAFF

While having the right skills, experience and qualifications is important, we place a lot of emphasis on employing people who are able to display the right behaviours and attitude, with the right motivational and cultural fit. We want people who share our values.

We expect all of our employees to communicate effectively; place customers at the heart of what they do; act professionally at all times; and always demonstrate respect for others.

We expect our managers to be creative and encourage their teams to be likewise; effectively engage their employees; be future focused; and provide clear leadership and direction.

We feel strongly that our employees are able to work in a safe and healthy working environment with a particular focus on their wellbeing. We will expect you to be safety conscious and aware of your personal health and safety responsibilities.

We are fully committed to providing equality of opportunity in employment and value the differences that a diverse workforce brings to our organisation. We expect our employees to share that commitment.

If this is the type of organisational culture you want to work in, then we may be the right organisation for you and you are potentially the right type of person we are looking for.

TRANSLATION AND INTERPRETATION SERVICES

Leisure & Culture Dundee wants its recruitment application process to be accessible to the communities we serve.

Dundee Translation and Interpretation Service offers a confidential translation and interpreting service to individuals, public and private bodies. It has experienced translators/interpreters who work to a high standard and adhere to a professional code of conduct. A text service is available for deaf people only. Deaf people can get in touch with DTIS by texting 07985 817 960.

For full details of the costs and to book an interpreter/translator, please contact:-

Email: translation@dundeecity.gov.uk (link sends e-mail)
 Tel: 01382 435825
 Address: Mitchell Street Centre, Mitchell Street, Dundee, DD2 2LJ.

GUARANTEED JOB INTERVIEW SCHEME

Under this Scheme, you will be invited for interview if you state on the form that you have a disability and you meet the essential requirements in the person specification.

Dundee City Council's Employment Support Service offers free advice to assist people with disabilities into employment. For more information, or an informal discussion, please contact the Employment Support Service, Social Work Department, Dunsinane Avenue, Dundee, DD2 3QN, tel 01382 436777. E-mail: employmentsupportservice@dundeecity.gov.uk

RETIREMENT

With the removal of the Default Retirement Age from 1 October 2011, employees may choose to work beyond the age of 65.

EQUAL OPPORTUNITIES FORM

Leisure & Culture Dundee recognises the need to achieve equality for all citizens and employees. We recognise that people can be discriminated against because of race, colour, ethnic and national origins, marital status, domestic circumstances, gender, sexuality and transsexualism, age, class, ethical or religious belief, basic skills, disability, trade union activity, long term unemployment, or because they have AIDS or are HIV positive. The organisation's Equal Opportunities Policy is to eliminate discrimination and promote equality.

The Equal Opportunities Form helps us to monitor the effectiveness of our Equal Opportunities Policy. Please help us by completing the form and returning it with your application. Any information obtained from this form will be kept confidential and held on computer for statistical purposes only. The information will not be used in the selection process.

YOUR PERSONAL DATA

Leisure & Culture Dundee respects your personal information and undertakes to comply with the Data Protection Act 1998. The personal data you have provided will be used for the purposes of assessing you for the post for which you have applied. Your data may be disclosed to parties involved in the recruitment and selection process. The personal data you have provided on the Equal Opportunities form will be used in statistical form for monitoring equal opportunities, and your data (excluding name and National Insurance number) may be disclosed to parties involved in monitoring the effectiveness of our Equal Opportunities Policy.

Any queries regarding the processing of your personal data by Leisure & Culture Dundee should be directed to the Employee Support Section Leader, tel 01382 307485.

The organisation's full Data Protection Policy is available on the Leisure and Culture Dundee website:

<http://www.leisureandculturedundee.com/sites/default/files/dataprotection1.doc>

CUSTOMER SATISFACTION

We are committed to a high quality recruitment and selection process. If you wish to offer any suggestions or comments, please contact:-

Employee Support Team
First Floor
1 Shore Terrace
Dundee
DD1 3AH

Tel: 01382 431570

Email: tracy.edgar@leisureandculturedundee.com

Selection Process

IF YOU ARE INVITED FOR INTERVIEW

If you are selected for interview, you will be contacted using the email address you provided on your application. Therefore, it is important that you check your email, or your myjobscotland online account, regularly. The interview date(s) are listed in the job advert.

You will have the opportunity online to select an interview time slot that suits you best from a range of options.

We understand that peoples' circumstances can change after they apply for a job so, if invited for interview, we would really appreciate it if you could let us know if you are no longer interested in being considered. If you need to do this, please call the number noted at the top of this section.

At interview, you should expect to be asked questions that not only test your skills and competence but, very importantly, also test the extent to which you would display the right behaviours and attitude when carrying out the job.

RECRUITMENT AND SELECTION PRE EMPLOYMENT CHECKS

The following sections provide information about the checks we carry out for all candidates we invite to interview and before a preferred candidate is permitted to start work with Leisure & Culture Dundee. Unless otherwise stated, all checks apply to internal and external candidates.

It is important that you read these sections thoroughly. If you are unable to supply any of the essential information or documents we need, we may not be able to proceed with your application. Please also make sure that you bring all the documents you need to your interview to avoid unnecessary delays in the recruitment process.

ASYLUM AND IMMIGRATION ACT 1996

Under Section 8 of the Asylum and Immigration Act 1996, employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are invited for interview, you will be required to produce an official document confirming that you are entitled to live and work in the UK, eg passport; full birth certificate and official document confirming your name and national insurance number; or a passport/travel document/letter from the Home Office.

If you are not currently entitled to work in the UK, we advise that you visit www.ukba.homeoffice.gov.uk for further information about working in the UK.

QUALIFICATIONS AND CERTIFICATES

You will be asked to bring original copies of all relevant educational and professional qualifications and memberships to your interview. A copy will be taken for our records. If the original certificate is unavailable, you must obtain a certified copy of the document from the issuing body.

REGISTRATION WITH A REGULATORY BODY

Where registration with an appropriate regulatory body, e.g. General Teaching Council (GTC), is required, you will be asked to provide us with your registration certificate.

DRIVING LICENCE

If required, you will be asked to bring proof to your interview that you hold the appropriate driving licence to allow you to carry out the driving duties of the post. A copy will be taken for our records. Where a Certificate of Professional Competence (CPC) and/or Driver Qualification Card (DQC) is specified on the person specification, you will also need to provide evidence of the number of hours or periodic training undertaken since issue of the CPC or DQC.

CRIMINAL CONVICTIONS

If you are selected for interview, you will be required to complete a Criminal Convictions Declaration, which gives guidance on previous criminal convictions which require to be disclosed.

We will not discriminate against ex-offenders and, if you have to give details of any previous convictions, this will not automatically prevent you from getting a job. We will consider how previous convictions could affect the job and these will only be taken into account if the offence is relevant to the type of work you would be doing.

Leisure & Culture Dundee is committed to the protection of children and vulnerable adults. Therefore, if the post for which you are applying involves contact with children or vulnerable adults, your permission will be sought to carry out a criminal record check.

CHECKS FOR PREFERRED CANDIDATE ONLY

DISCLOSURE CHECKS

Posts are assessed to determine whether a Disclosure check is required and at what level (basic, standard or enhanced) or Protection of Vulnerable Groups Scheme (PVG) membership is appropriate (and whether it is children; protected adults; or both children and protected adults). This is stated in the job advertisement and on the Person Specification. Where posts require a disclosure check, unconditional offers will not be made until the appropriate satisfactory disclosure check is obtained.

EXISTING PVG SCHEME MEMBERS

If you are already a member of the PVG Scheme with another organisation for the same type of regulated work, the organisation will seek a Scheme Record update. Where the post is for a different type of regulated work, the organisation will seek a new Scheme Record.

REFERENCES

In your application, you are required to provide details of two referees who can provide information about you which is relevant to your application. One of the referees must be your current or most recent employer. Please note, the application will automatically ask for one referee. Please ensure you add a second. If you have no suitable previous employer who is able to provide an employment reference, a reference can be accepted from education establishments where you have been in education, or a character reference can be accepted from a person of 'good standing', eg Minister, Leader of Voluntary Organisation, GP. The organisation does not accept references from family members or friends. The organisation reserves the right to ask for details of a further referee where we are not satisfied for any reason.

FITNESS FOR THE POST APPLIED FOR

As part of the recruitment and selection process you may be required to complete a medical questionnaire. This will be kept confidential and only viewed by our occupational health provider. In some cases, depending on the situation or the post, you will be required to undergo a medical or statutory health surveillance assessment by our occupational health provider.

Working in Leisure & Culture Dundee

Leisure & Culture Dundee employs approximately 400 people.

Leisure & Culture Dundee is a Scottish Charitable Incorporated Organisation. Established by the Office of Scottish Charity Register (OSCR) on 1 July 2011 (SC042421). It is an independent Scottish Charity with responsibility for the delivery of leisure, sports, library, information and cultural services in Dundee City.

<http://www.leisureandculturedundee.com/sites/default/files/lacdconstitution.DOC>

Leisure & Culture Dundee is governed by a Board of 13 Charity Trustees.

<http://www.leisureandculturedundee.com/whoswho>

The Managing Director leads the charitable organisation, supported by four Heads of Service. Details of the organisation's governance and management structure can be found at

<http://www.leisureandculturedundee.com/sites/default/files/structurejun14.pdf>

PURPOSE STATEMENT

To deliver, for the citizens of Dundee, and those who visit the City, high quality Leisure, Sport, Cultural and Learning Experiences which improve their quality of life.

<http://www.leisureandculturedundee.com/sites/default/files/purpose4.doc>

LEISURE AND CULTURE DUNDEE VALUES

- **A Commitment to Service Quality and Excellence:**

Leisure & Culture Dundee is committed to attaining and maintaining the highest possible standards across all of its services and to work with a continuous focus on service improvement. This includes the way we will work and the quality of the outcomes and outputs we aim to achieve. We will not be complacent; we will review progress, challenge assumptions and push boundaries so that we continuously improve.

We will be committed to the principles of delivering excellent public service.

We will show respect to those we work with and expect them to show respect to our staff.

We will continuously seek to improve the quality of the leisure and cultural experiences offered by the organisation, and will work to include those who find it more difficult to participate, for whatever reason.

We will value diversity and retain a commitment to empowering people to become more involved in the services we provide and the decisions which affect their lives.

These principles will underpin all of our actions.

- **A Commitment to being Empowered and Accountable:**

We will ensure that our managers work in a way which facilitates people taking pride in their work. This will include systems and processes to support and manage performance, so that staff are both empowered to work effectively for Leisure & Culture Dundee, and are able to take individual responsibility for meeting the needs of our customers.

Management will also review and address issues which may undermine staff or reduce the effectiveness of the organisation. We will encourage and support employee or trade union engagement in the development of the organisation.

Everyone will be accountable - this means we will recognise success as well as mistakes, and learn from our experience to improve our services.

- **A Commitment to actively share Knowledge and Skills:**

We will value staff and committee members who harness knowledge from diverse sources and who seek to share that knowledge across the organisation. We will seek to create an environment that supports and thrives on co-operation, inter-agency working and mutual support. Our working practices will make time and space for staff to share knowledge and skills.

- **A Commitment to ensure Equality and promote Diversity:**

We are committed to promoting equality of opportunity and to recognising and respecting the diversity of those who use our services and those who work for us.

Our Equality and Diversity Policies and Practices will mirror those of Dundee City Council, and will seek to promote equal treatment and opportunity for all, regardless of gender, sexual orientation, marital status, race, colour, disability, religion, age, ethnicity or nationality.

- **A Commitment to practice Corporate and Social Responsibility:**

We will ensure that our present actions do not have a negative future impact on our community. This includes considering the environmental and ethical implications and opportunities of our decisions and actions.

Living and Working in Dundee

Dundee has a spectacular location on the east coast of Scotland facing south at the mouth of the River Tay – one of the largest in the UK. With a population of around 147,000 it is Scotland's fourth largest city.

Home to the University of Dundee and Abertay University, as well as Dundee and Angus College, the city is an important academic centre, and with more than 40,000 students it has the highest ratio per head of population of any Scottish city. Biomedical and technological industries are major employers, and the city now accounts for 10% of the UK's digital-entertainment industry.

Dundee offers an urban/rural experience which is unparalleled. It is surrounded by beautiful coast and countryside. The city has its own beach at Broughty Ferry and there can be few other cities in the world that can boast access to three championship golf venues (including the world home of golf) and 38 courses within 30 minutes' drive.

Dundee is at the hub of a number of neighbouring communities which form the core travel to work area that use the city for work, professional services, retail and city-based leisure. More than 80% (4.4m) of Scotland's population is within a two hour drive. Dundee is well served by road, rail and air links.

A £1 billion master plan to regenerate and to reconnect the Waterfront to the City Centre is underway, with V&A Dundee as its heart. The city is rich with cultural and community provision, much of which has additional capacity and is distributed throughout the city. Green spaces and heritage attractions are particular hallmarks of the city. Dundee is a cultural hive – both historical and contemporary. Among its cultural strengths are Dundee Rep Theatre, Dundee Contemporary Arts with its cutting-edge exhibits, and The McManus: Dundee's Art Gallery and Museum. In December 2014 UNESCO appointed Dundee its first and only UK City of Design and the city joined 12 existing Cities of Design across the world. This brand will strengthen the city's profile as a city with global ambition.

Dundee is a leading shopping destination with its complimentary mix of national chains and independent retailers in a vibrant city centre housing the Overgate and Wellgate shopping centres.

The population in Dundee is expected to increase by 6.5% to 153,697 by 2035. This increase is across all age groups and is the first set of projections in many years to predict a population increase in the city. For years Dundee sought to reverse population decline and this may be a sign that the long term strategy for jobs for the city is turning the corner and strengthening its economic role.

Frequently Asked Questions

How often are Leisure & Culture Dundee job vacancies advertised?	Every Friday. They are usually open for 2 weeks. The closing date is shown on the vacancy.
What happens after I submit my online application?	You will receive an email from myjobscotland confirming receipt. The interview date(s) for the vacancy are shown in the advert. If you have any queries regarding your application, you can contact the person/section named in the 'How to Apply' section of this pack.
Can I submit my CV instead of applying directly online for this, or any other, Leisure & Culture Dundee vacancy?	No, you can only apply online for our vacancies. Leisure & Culture Dundee does not accept CVs instead of, or in support of, online applications.
Can I download an application form?	No, you can only apply online for our vacancies. If you are unable to access the internet at home, you can do so at your local library. For further information, or to find your nearest library, please visit:- http://www.leisureandcuturedundee.com/library/your_libraries , or telephone 01382 431500. If you have a disability and require reasonable adjustments, please call 01382 307485 to discuss.
Will my application form be accepted if it is after the closing date?	You will not be able to submit an online application for a post which has passed its closing date. If you have started your application on the day the post closes, you will have until midnight to complete and submit your application.
What special arrangements do you have for employing people who consider themselves to have a disability?	Leisure & Culture Dundee operates a Guaranteed Job Interview Scheme for applicants with disabilities. You will be guaranteed an interview if you meet the essential requirements listed in the person specification for the post. If you are invited for interview and require any additional assistance, please contact the person/section named in the 'How to Apply' part of this pack.
Will I still be considered for a Leisure & Culture Dundee vacancy if I have a conviction?	If you have declared a criminal conviction history, this will only be taken into consideration where the actual history is relevant to the specific duties of the post you have applied for. The candidate Self Declaration Form will only be opened for the selected candidate. Self Declaration Forms for candidates who are not successful will be destroyed unopened.