



Hinckley & Bosworth
Borough Council

A Borough to be proud of

JOB DESCRIPTION

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|-------------------------|--|----------------------|-------------------------------|
| POST: | Town Centre Manager | HOURS: | 37 Hours Per Week |
| GRADE: | 8 | SERVICE AREA: | Corporate & Scrutiny Services |
| RESPONSIBLE TO: | Cultural Services Manager | TEAM: | Cultural Services |
| RESPONSIBLE FOR: | Rural Issues & Events Officer Markets Superintendent Event Marshal's | | |

Job Purpose

To work in conjunction with the Hinckley Town Centre Partnership to Strategically & operationally manage and promote the wellbeing and vitality of the Borough by coordinating local business development, events, town centre safety, markets, CCTV and to assist in the regeneration of the Hinckley Town Centre.

Summary of Duties

1. To implement best practice in Town Centre Management and deliver innovative ways to bring agreed projects to successful completion, including the management of day to day maintenance issues of street furniture, street signage and bus shelters.
2. To project manage Town Centre events and to effectively manage and deliver the Christmas Festival of Lights, within agreed timescales and budget.
3. To work in close partnership the HBBC Economic Development Team and with other bodies/agencies in the development and implementation of Town Centre focused projects in particular to develop and drive forward the Town Centre Partnership and the Business Improvement District project.
4. To liaise with organisations, businesses and traders across the Borough relating to the Council's operational responsibilities, including crime and disorder reduction and

be the Council's main point of contact for the monitoring and development of the Hinckley Shopmobility Scheme.

5. To supervise the Rural Issues & Events Officer post to ensure the effective delivery and development of the service and to ensure the employee is performance managed and developed.
6. To supervise, manage and to develop the Town Centre Markets, including line management responsibility for the Markets Superintendent.
7. To development, monitor and manage the Council's CCTV system in accordance with statutory guidelines.
8. To prepare estimates and exercise budgetary control in respect of Town Centre related budgets to ensure the most efficient use of resources following Council procedures and financial regulations.
9. To represent the Council at various meetings, including Town Centre Partnership, Pubwatch, and Chamber of Trade. This will include deputising for the Cultural Services Manager, as and when required.
10. To work with partners to meet customer requests and service standards at an individual and community levels, achieving high levels of customer delight, whilst ensuring the services are delivered in a safe and cost effective manner.
11. To promote the corporate pursuit of continual improvement in the delivery of excellent services, whilst operating within the guidelines and policies of the Council including the monitoring of Town Centre activities and the production of performance reports.
12. To comply with the Officers' Code of Conduct and with corporate personnel policies and practices, particularly absence management, health and safety and equalities.
13. To undertake such duties as are appropriate to your grade and hours of work as may reasonably be required of you by Cultural Services Manager.

Signed Employee

Date

Signed Manager

Date

Updated ^{23rd} April 2008

Please note – Subject to further consultation and a formal review, the management of this post in the future, could be transferred to the Town Centre Partnership.

The Council Operates a No Smoking Policy