

**SOLIHULL METROPOLITAN BOROUGH COUNCIL**

**COMMUNITY SERVICES**

**JOB DESCRIPTION**

**POST TITLE: Business Improvement District Project Manager**

<b>POST NO:</b>		<b>DIVISION:</b>	Neighbourhood Management
<b>SECTION:</b>	Town Centre Management	<b>SALARY GRADE:</b>	Band F (subject to job evaluation)
<b>RESPONSIBLE TO:</b>		<b>SALARY RANGE SCP:</b>	
<b>RESPONSIBLE FOR:</b>			

1. **LOCATION**  
Town Centre Management, Drury Lane.

2. **JOB PURPOSE**  
A Business Improvement District (BID) is a partnership of businesses, retailers, local organisations and authorities working together to improve the trading environment as a place to work, live and visit. A BID is a defined geographical area of the town where business ratepayers have voted to invest collectively in local improvements that are in addition to those already delivered by the local authority.  
  
The Business Improvement District (BID) project manager will be responsible for leading on the development and delivery of a BID submission. This will involve working with a wide range of stakeholders within the Town Centre, creating an environment of co-operation and support to ensure a successful outcome.

3. **WORK PERFORMED**

- 1 To promote understanding and engage stakeholders and potential levy payers by leading on one-to-one meetings, open meetings, newsletters etc about the BID process. Key will be the early engagement of all stakeholders and the sustainability of the relationship
- 2 Identify a strategy to raise £30,000 to support the implementation of the BID project budget.
- 3 To continually monitor progress of the BID proposal identify potential gaps in delivery and propose suggested remedial actions to resolve these gaps
- 4 Conduct face to face interviews with approximately 250 retailers and businesses. Analyse of research data to ensure retailers and businesses needs are met within the BID prospectus

- 5 To develop the BID prospectus and work with partnership organisations, businesses, retailers and local business groups to achieve a broad level of consensus.
- 6 Presentation of BID's concept to non-specialists.
- 7 Preparation of detailed reports and presentation material to meet deadlines.
- 8 Benchmark existing public sector service delivery across a wide sector of satisfaction measures ie cleansing, planting, accessibility etc
- 9 Identify additional voluntary contributions from non-levy payers eg property owners.
- 10 Identify and set up voting procedures for BID process.
- 11 Identify and set up financial systems for processing of BID levy
- 12 Compile and publish the agreed BID prospectus
- 13 Compile accurate records of voting intentions as part of the campaign to secure a successful BID.
- 14 Identify staffing structures and processes in order to implement the BID, after the "yes" vote has been secured.

3.1 **PEOPLE RESPONSIBILITIES**

Management of Service Improvement Officer, including carrying out supervisory meetings and appraisals.

3.3 **SAFEGUARDING RESPONSIBILITIES**

The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults she/he is responsible for, or comes into contact with..(This should include the level of responsibility)

3.4 **FINANCIAL RESPONSIBILITIES**

The post holder is responsible for the management of the BID's budget and will have to provide monthly financial reports to both the Town Centre Manager and the BID's Project Group.

3.5 **BUILDINGS AND EQUIPMENT RESPONSIBILITIES**

**4. SPECIAL CONDITIONS OF EMPLOYMENT**

4.1 **MOBILITY**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

4.2 **NO SMOKING POLICY**

The Council operates a 'No Smoking' policy. As such, the post holder is required to refrain from smoking in any Council workplace.

4.3 HEALTH AND SAFETY

The post holder will be responsible for their personal Health and Safety as per the Council Health and Safety Policy.

As a line manager of people the post holder will have key operational responsibilities for the day to day implementation of the corporate and departmental health and safety policies. In addition he/she will be responsible for reporting any perceived problems or deficiencies in health and safety matters to his/her business/group/section head.

The post holder should refer to, and take note that specific responsibilities are detailed in corporate and departmental health and safety policies.

4.4 TRAINING AND DEVELOPMENT

The Council is committed to personal and organisational development of the individual.

The post holder will be encouraged to contribute to identify and meet job related development needs.

4.5 DATA PROTECTION

As an employee of the Council, the post holder is expected to comply with the provisions of the Data Protection Act 1998.

4.6 EQUAL OPPORTUNITIES

SMBC are committed to a wide range of diversity issues including Equal Opportunities.

As an employee of SMBC the post holder is expected to demonstrate a commitment to a wide range of diversity issues including Equal Opportunities.

NAME OF PERSON WHO REVIEWED JOB DESCRIPTION:

DATE JOB DESCRIPTION REVIEWED: