



Hinckley & Bosworth  
Borough Council

*A Borough to be proud of*

**PERSON SPECIFICATION**

**POST TITLE:** Town Centre Manager

**GRADE:** 8

**TEAM:** Cultural Services

**SERVICE AREA:** Corporate & Scrutiny Services

ATTRIBUTE	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>Work Experience</b>	Experience in Town Centre Management and coordination  Demonstrate a very good knowledge of Town Centre Business Partnerships  Very good knowledge of the Town Centre retail outlets, Chamber of Trade and Market Trading.  Coordination of large-scale event management i.e. 10,000+ visitors.  Experience in liaising with a diverse Business community.	CCTV experience

<p><b>Skills/Abilities</b></p>	<p>Ability to manage &amp; supervise employees</p> <p>Ability to produce and analyse statistical data</p> <p>Ability to communicate effectively with the public, council officers and members</p> <p>Administrative and numeracy skills sufficient for the collation of data and effective monitoring/evaluation.</p> <p>Computer literate with knowledge of Power Point, Word, Excel, Microsoft Office.</p> <p>Ability to market the Hinckley Town Centre and to forge positive relations with the media.</p>	<p>Ability to give public presentations</p> <p>Knowledge and ability to source support funding e.g. National Lottery, Charitable Trusts and Government.</p> <p>Good understanding of Equity issues.</p> <p>Ability to link services to ensure added value.</p>
<p><b>Specialist Knowledge</b></p>	<p>Good understanding of retail and voluntary sectors and partnership working.</p> <p>Demonstrate a very good understanding of the Business Improvement Districts initiative.</p> <p>Knowledge of Project management and Prince 2 concepts</p>	<p>Knowledge of Highways maintenance.</p> <p>Understanding of the Private sector</p> <p>An understanding of CCTV control systems</p>
<p><b>Personal Skills/Disposition</b></p>	<p>Excellent communication skills both written and oral</p> <p>Influencing and interpersonal skills</p> <p>High degree of self motivation &amp; personal enthusiasm</p> <p>Ability to work under pressure and unsociable hours</p> <p>Approachable</p>	<p>Presentation skills</p> <p>Ability to chair meetings</p> <p>Charismatic</p>

	<p>Willing to contribute to team working but also work on own initiative</p> <p>Ability to meet tight deadlines and prioritise workload.</p>	
<b>Special Working Conditions</b>	Out of hours working to attend evening/weekend meetings & events	
<b>Qualifications/Attainment</b>	Relevant A level/Degree qualifications	Committed to CPD
<b>Other</b>	Full driving license	

Updated 23<sup>rd</sup> April 2008