

## Job Description

<b>Job Title:</b>	Town Development Manager
<b>Grade/Salary:</b>	£28,919 – £30,598 (SCP 36 – 38)
<b>Base:</b>	Newton Abbot
<b>Responsible to:</b>	Newton Abbot Town Centre Partnership
<b>Liaison with:</b>	Representative organisations and agencies, the general public, businesses, Town Council and other Elected Members.

### 1. Job Purpose:

To promote the physical, social and economic wellbeing of Newton Abbot town centre through:

- (a) Facilitating the identification of, gaining commitment to, and co-ordinating the implementation of initiatives, which improve the quality, and economic viability of the town.
- (b) To act as co-ordinator for initiatives associated with the wider regeneration of Newton Abbot.
- (c) To develop and deliver against agreed targets for the town of Newton Abbot.
- (d) To act as a catalyst and facilitator for the delivery of business support for the town of Newton Abbot.

### 2. Resources & Dimensions:

Responsibility for cross authority and cross organisation teams delivering projects, which will improve Newton Abbot.

### 3. Key Duties and Responsibilities

- i. To make and maintain contacts with the significant commercial and other interests in Newton Abbot to ascertain their role, concerns and aspirations, involve them in the development and implementation of a Town Centre Business Plan, provide a channel of information to them and stimulate dialogue about town centre issues.
- ii. Within the context of Newton Abbot & District Community Plan (a twenty year vision for Newton Abbot) and other relevant strategies to take a lead in designing, implementing and rolling forward a Business Improvement District Bid for Newton Abbot. To provide a focus for co-ordination of the various initiatives set out in monitoring their progress, ensuring adequate liaison between the interests involved and seeking to resolve problems.
- iii. To promote the principle of town centre management to retailers and other town centre interests to secure wider involvement and private sector collaboration and contributions.
- iv. To maintain continual awareness of standards of appearance, cleanliness, maintenance and security within the town centre. To carry-out initial enforcement of legislation and by-laws affecting the public open spaces in the town centre. To liaise with service providers and statutory undertakers in order to instigate and co-ordinate appropriate responses to issues as they arise.

- v. To maintain and develop good intelligence over the financial performance of the town centre, relative to its competitors. To be aware of new opportunities and threats to the town centre and to identify and plan for these.
- vi. To be aware of funding sources and prepare funding bids for particular projects as opportunities arise and be responsible for project managing particular bids.
- vii. To prepare promotional material and provide publicity information about the town centre, work closely with the local media to create a positive profile for Newton Abbot.
- viii. In consultation with the Town Council Events Co-ordinator, to co-ordinate and arrange a programme of promotional events such as markets, fairs, Christmas celebrations etc and make use of the pedestrianised areas for such events and to process applications for events as empowered by the local authority(ies).
- ix. To act as a contact point for all users and ensure good communication between public, private and voluntary sectors.
- x. To work closely with appropriate local organisations, particularly Town, District and County Councils, Newton Abbot Chamber of Trade and Tourism Agencies, and to make reports and recommendations to them as necessary. To work co-operatively with service providers that can impact positively on the town centre, for instance, leisure, tourism and arts.
- xi. To establish and maintain a satisfactory website of information in respect of Town Centre Management with the other agencies, including web based feedback in relation to the town, its facilities and the overall environment.
- xii. To respond to the concerns of town centre businesses, residents and visitors and resolve problems or report them to whoever can resolve them, maintaining ownership of concerns until they are resolved.
- xiii. Establish and undertake satisfactory methods of obtaining shopper and business feedback, report and make recommendations at least twice a year.
- xiv. To submit monthly / quarterly progress reports to the Town Centre Partnership in respect of the Town Centre Manager's annual programme and performance targets.
- xv. To promote and support the town centre radio link (NABS) scheme to maximise its value to town centre security and its links with CCTV.

#### **4. Other Duties:**

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above.

#### **5. Code of Conduct:**

The post holder will abide by a Code of Conduct for Officers.

#### **6. Health & Safety:**

The (Council) has a health & safety policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

**7. Diversity and Dignity at Work**

The post holder will be expected to work with colleagues and the community, regardless of their race, gender, nationality, religion or belief, sexual orientation, age, disability or any other personal characteristics.

**8. Signatures:**

Post Holder's Signature \_\_\_\_\_ Date \_\_\_\_\_

Line Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_