

# PERSON SPECIFICATION



The City of Liverpool

**PORTFOLIO:** REGENERATION      **SERVICE:** CITY CENTRAL BID MANAGEMENT TEAM  
**JOB TITLE:** CITY CENTRAL BUSINESS IMPROVEMENT DISTRICT MANAGER    **GRADE:** PO8/11

**Note to Applicants:** In your application, you should provide evidence of meeting all points on the person specification, particularly those marked\* as they are key criteria

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Full/Chartered status in a relevant technical service</li> <li>• Degree or formal qualification in relevant technical discipline*</li> <li>• Evidence of formal management training*</li> <li>• Competencies associated with NVQ Level 5*</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience at a senior management level*</li> <li>• Successful management of a multi-functional service*</li> <li>• Financial management, commercial awareness, business planning*</li> <li>• Experience of working in Quality Assured environment</li> <li>• Health &amp; Safety awareness</li> <li>• Extensive technical experience in a relevant discipline*</li> <li>• Experience of working with partners*</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/L</p>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication and presentation skills, and the ability to communicate in written and oral formats*</li> <li>• Experience of working with Elected Members, preparing Committee Reports</li> </ul>	<p>A/I</p> <p>A/I</p>

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
	<ul style="list-style-type: none"> <li>• Experience in monitoring and controlling resources including finance management*</li> <li>• Experience of working with community groups, business sector and the public*</li> <li>• Ability to work with and harness the output from the team and other partners*</li> <li>• Commitment to continuous improvement and staff development</li> <li>• Breadth of career experience, and significant record of achievement, covering a range of activities and a number of different roles, including experience of working in a customer focussed environment*</li> <li>• Project Management/co-ordination*</li> </ul>	<p>A/I</p> <p>A/I/</p> <p>A/I A/I/P</p> <p>A/I/P</p> <p>A/I/P</p>
<b>Commitment</b>	<ul style="list-style-type: none"> <li>• An understanding of and a personal commitment to the Vision and Values of Liverpool City Council</li> <li>• An understanding of and a commitment to the principles City Centre Management in general and the role of BIDs</li> </ul>	<p>A/I</p> <p>A/I</p>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Represent the BID at meetings etc out of normal office hours*</li> <li>• Full Driving Licence</li> <li>• Good understanding of finance systems</li> <li>• Good understanding of Best Value</li> <li>• Good understanding of reengineering/performance management practices</li> <li>• Ability to develop and maintain good customer/partner relationships</li> </ul>	<p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

**Produced by:** Dave Mackenzie

Date: January 2009.

Key to Assessment Methods: I - Interview P - Presentation A - Application E - Exercise T - Tests AC - Assessment Centre



# JOB DESCRIPTION

## The City of Liverpool

**SERVICE:** Regeneration Portfolio

**JOB TITLE:** City Central Business Improvement District Manager

**GRADE:** PO 8/11

**PAY RANGE:** £42,796-£51,448

**POST NO:** 3500/1

**LOCATION:**

**PRIMARY PURPOSE OF THE JOB:** To take overall responsibility for delivering the vision, aims and objectives of the City Central BID as agreed by the Board of the Liverpool BID Company

**DIRECTLY RESPONSIBLE TO:** Assistant Executive Director on a day to day basis, but ultimately to the Liverpool BID Company Board

**DIRECTLY RESPONSIBLE FOR:** BID Management Team

**MAIN AREAS OF RESPONSIBILITY:**

- Ensure that the work of the BID Management Team is planned, developed and co-ordinated to contribute fully towards the achievement of the BID's Aims and Objectives and delivering Added Value to all stakeholders in the City Central BID area.
- Assessing the resources necessary to fulfil the team's responsibilities ensuring that these are effectively and efficiently utilised and that professional and technical standards are upheld.
- Ensure that there is effective communication with the City Council, Liverpool Vision, Liverpool Leisure and Stores Committee, Merseyside Police, Merseytravel and all other partner organisations and stakeholders.
- Ensure that the company's management is developed and sustained, set targets and monitored.
- Ensure that the company's best interests are secured through any external arrangements with other partners and service providers.

- Maintain good industrial relations, which promote enterprise, recognise achievement and encourage participation in the delivery and continuous development of services.
- To monitor, review and ensure a balanced and cost effective discharge of the Team's functions by organising and continuously developing work manuals in relation to working practices and procedures.
- Develop and implement systems and procedures to meet and improve performance management.
- Promote and implement business excellence throughout the company.
- Ensure business planning meets the Company's business and service targets.
- Contribute to sustainable development in all duties undertaken.
- Promote, market and image build the Company by way of presentations, written and visual material and any other appropriate means. To attend meetings, presentations, exhibitions etc when required as a representative for the BID Company.
- Organise, motivate and develop staff within the team, thus maximising their personal development and facilitating the achievement of the individual's targets and the BID's business aims and objectives.
- To participate in all aspects of training and development of staff, including the maintenance of disciplinary standards, as directed. Use all learning opportunities to develop personal skills necessary to improve effectiveness, efficiency, and delivery of business targets.
- To develop the BID Company and the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the City Council, and to ensure that all work functions are undertaken in accordance with health and safety legislation, code of practice, and the City Council's safety plan.
- This job description is not intended to be either prescriptive or exhaustive, it is issued as a framework to outline the main areas of responsibility at the time of writing.

Prepared by: Dave Mackenzie

Date: January 2009.