

SOUTHAMPTON CITY CENTRE MANAGEMENT GROUP

JOB DESCRIPTION

Job Title:	City Centre Manager
Salary:	To £45000 (based on experience)
Responsible To:	Executive Board

JOB PURPOSE

To develop and promote Southampton City Centre Management as a financially viable body to improve the city centre business environment. To ensure that Southampton city centre grows its ability to attract new business and retail operations within a safe, clean and well promoted Business Improvement District (BID) area. To liaise and develop strong relationships with businesses, external agencies, landlords, police and the city council to develop and market Southampton city centre to the wider audience. To promote and lead the BID operation. To improve skills and job opportunities within the city centre.

KEY ACCOUNTABILITIES

- Delivery of the Southampton City Centre Management Business Plan
- Leading and developing the ethos of public / private sector partnership actively encouraging coordination of effort, vision and teamwork to enhance the city centre.
- Developing and leading new opportunities to promote the city centre as a place to shop, live, visit, work and invest.
- To ensure that there are effective channels of communication between all key agencies with an interest in the city centre: private, public and voluntary.

Main Responsibilities and Activities

1. To assist in the development and delivery of the city centre company rolling three year business plan
2. To manage the financial budgets of the company
3. Make and maintain contacts with the business community and agencies with a role to play in the city centre.
4. Actively encourage voluntary contributions from businesses within Southampton
5. To develop and grow a series of events and opportunities to raise commercial income for the role
6. To work with relevant bodies to increase the footfall within the city centre
7. To exploit opportunities to attract regional or national conferences and events
8. To work with landlords and agencies to encourage use of vacant units
9. To set up, administer and drive a retailers group
10. To work with new companies to ensure their growth within the city
11. To work and liaise with all transport authorities and providers to ensure that traffic flow within and around the city is well managed
12. To work with car parking providers to develop cost effective solutions to long term parking for workers within the city centre
13. To work with relevant parties to improve signage within the city centre
14. To work with local businesses and key suppliers to maximise training and development opportunities within the city centre

15. To support the BID operation manager in the delivery of the BID business plan
16. To work with relevant agencies and departments to ensure effective marketing and promotion of the city centre
17. To work to improve Southampton's Christmas offering
18. To attend meetings, presentations and exhibitions, to represent the company in a business like manner
19. To undertake project management, procurement and contract management as appropriate
20. To help collate and monitor key KPI's within the City centre
21. To report to the city centre management exec and board on a regular basis making appropriate recommendations
22. In general to: work independently and as part of a team to maintain good working relationships with all parties, to respect the confidential nature of the work, to play a full and leading part in the development of ideas and initiatives
23. In general to: display a flexible approach and be prepared to work unsociable hours including evenings and weekends
24. To be responsible for his/her own health and safety and for adherence to the company's Health and Safety policy ensuring it is enforced at all times