



**Hinckley & Bosworth
Borough Council**

Culture & Development

Town Centre Manager

SO1 £24,708 - £26,187 subject to Job Evaluation & performance

We are looking for a highly motivated individual who can assist in delivering an excellent level of service to businesses, residents and visitors of our Borough. The individual will join a forward thinking Service that is seeking continual improvement and should bring with them passion, creativity, excellent communication skills and an enthusiastic attitude.

You will play a key role in the development of Hinckley Town Centre and will assist in developing other Town and Village Centres across the diverse Borough of Hinckley & Bosworth. You will empower local businesses, Chambers of Trade, communities, voluntary organisations and especially the Town Centre Partnership to participate in the quest to regenerate our Town Centres, aiming to improve the quality of life within the Borough.

You should have a good knowledge and understanding of the principles of Town Centre Management. You should have experience in event management, management of projects and people, and the ability to develop the services.

You will need to have good negotiation and IT skills, have the ability to forge new and develop existing partnerships; an outgoing personality and the flexibility to work evenings and weekends is essential.

For an informal chat about this exciting opportunity please call Simon D. Jones – Cultural Services Manager – 01455 255699

For a job pack and application form please contact: Human Resources, Hinckley & Bosworth Borough Council, Florence House, Argents Mead, Hinckley, Leicestershire. Tel 01455-615911 quoting job reference C154

Interviews will be held on: Tuesday 12th December 2006

Closing date for applications: 4.00pm Tuesday 5th December 2006

The Authority is an equal opportunity employer and operates a no smoking policy



**Hinckley & Bosworth
Borough Council**

JOB DESCRIPTION

POST:	Town Centre Manager	HOURS:	37 Hours Per Week
		SERVICE AREA:	Culture & Development
RESPONSIBLE TO:	Cultural Services Manager	TEAM:	Cultural Services
RESPONSIBLE FOR:	Rural Issues & Events Officer Markets Superintendent		

Job Purpose

To Strategically & operationally manage and promote the wellbeing and vitality of the Borough by coordinating local business development, events, tourism opportunities and to assist in the regeneration of the Hinckley Town Centre and other rural Town Centres.

Summary of Duties

1. To implement best practice in Town Centre Management and deliver innovative ways to bring agreed projects to successful completion, including the management of day to day maintenance issues of street furniture, street signage and bus shelters.
2. To project manage Town Centre events and to effectively manage and deliver the Christmas Festival of Lights, within agreed timescales and budget.
3. To work in close partnership the Economic Development Team and with other bodies/agencies in the development and implementation of Town Centre focused projects in particular to develop and drive forward the Town Centre Partnership and the Business Improvement District project.
4. To liaise with organisations, businesses and traders across the Borough relating to the Council's operational responsibilities, including crime and disorder reduction and

be the Council's main point of contact for the monitoring and development of the Hinckley Shopmobility Scheme.

5. To supervise the Rural Issues & Events Officer post to ensure the effective delivery and development of the service and to ensure the employee is performance managed and developed.
6. To supervise, manage and to develop the Town Centre Markets, including line management responsibility for the Markets Superintendent.
7. To prepare estimates and exercise budgetary control in respect of Town Centre related budgets to ensure the most efficient use of resources following Council procedures and financial regulations.
8. To represent the Council at various meetings, including Town Centre Partnership, Pubwatch, and Chamber of Trade.
9. To work with partners to meet customer requests and service standards at an individual and community levels, achieving high levels of customer delight, whilst ensuring the services are delivered in a safe and cost effective manner.
10. To promote the corporate pursuit of continual improvement in the delivery of excellent services, whilst operating within the guidelines and policies of the Council including the monitoring of Town Centre activities and the production of performance reports.
11. To comply with the Officers' Code of Conduct and with corporate personnel policies and practices, particularly absence management, health and safety and equalities.
12. To undertake such duties as are appropriate to your grade and hours of work as may reasonably be required of you by Cultural Services Manager.

Signed Employee **Date**

Signed Manager **Date**

Updated ^{19th} October 2006

Please note – Subject to further consultation and a formal review, the management of this post in the future, could be transferred to the Town Centre Partnership. Further information will be made available at the interview stage.

PERSONAL SPECIFICATION

POST TITLE: Town Centre Manager

GRADE: Scale 6 – SO1

SECTION: Culture & Development

ATTRIBUTE	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications/ Attainments	Relevant A level qualifications	Committed to CPD
Work Experience	<p>At least 1 years experience in Town Centre Management and coordination</p> <p>Good knowledge of Town Centre Business Partnerships</p> <p>Very good knowledge of the Town Centre retail outlets, Chamber of Trade and CCTV</p> <p>Coordination of large scale event management</p> <p>Experience in liaising with a diverse Business community</p>	
Skills/Abilities	<p>Ability to 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 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>
Specialist Knowledge	<p>Good understanding of retail and voluntary sectors and partnership working.</p> <p>Good understanding of CCTV operations and Police involvement</p>	
Personal Skills/ Disposition	Excellent communication skills both written and oral	<p>Presentation skills</p> <p>Ability to chair meetings</p>

	<p>Influencing and interpersonal skills</p> <p>High degree of self motivation & personal enthusiasm</p> <p>Ability to work under pressure and unsociable hours</p> <p>Willing to contribute to team working but also work on own initiative</p>	Charismatic
Special Working Conditions	Out of hours working to attend evening meetings	
Other	Full driving license	