

## City Development

### **Oxford City Centre Manager (Job no: 9743a)**

**Circa £50k p.a. (subject to job evaluation)**

**Permanent appointment 37 Hours per week**

Do you want to lead the management of a modern and diverse city centre, with a wealth of history, beautiful architecture and a thriving shopping centre? Do you have the drive, vision and enthusiasm to drive forward a partnership?

Oxford City Council and Oxfordshire County Council joined forces earlier in the year and now want to appoint a permanent City Centre Manager. This post will help to build, promote and sustain the cleanliness, vitality and economic prosperity of the city centre.

You will have substantial commercial experience, strong skills in influencing, persuading and communicating and have the ability to build strong partnerships with businesses, council officers and other stakeholders.

Oxford is a great place to live, work and visit. If you would like to help us to sustain Oxford as a world-class city then please visit our website below for more details. To speak to someone about the post please call Michael Crofton Briggs, Head of City Development on 01865 252360

Closing Date: 24<sup>th</sup> September 2009

Interview Date: 8<sup>th</sup> October 2009

**This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will therefore have to complete a Criminal Record Check before an appointment is made.**

**Disabled Applicants who meet the essential criteria on the Person Specification will be invited to interview**

Oxford City Council is not currently licensed as a sponsor and cannot employ migrant workers outside the European Economic Area and Switzerland under the Point Based System rules, issued by the UK Border Agency.

*Full details of the posts above, including application forms & job descriptions are available on-line to download at*

*[www.oxford.gov.uk](http://www.oxford.gov.uk)*

**For an application pack by post please contact 01865 252258**

**Or E-mail: [recruitment@oxford.gov.uk](mailto:recruitment@oxford.gov.uk)**

**[oxford city council is currently undergoing job evaluation](#)**

**Valuing differences and making equal opportunities a reality**

## **Job description**

### **City Development**

**Executive Director: Melbourne Barrett**

#### **Spatial and Economic Development**

#### ***FURTHER PARTICULARS FOR THE POST OF: OXFORD CITY CENTRE MANAGER***

This is a jointly appointed post between Oxford City Council and Oxfordshire County Council. The post will be located in the Oxford City Council City Development Service.

The specific details of the post are as follows:-

<b>GRADE:</b>	Manager
<b>SALARY:</b>	Circa £50,000 pa (subject to job evaluation exercise)
<b>POST NUMBER:</b>	9743a
<b>HOURS OF DUTY:</b>	37 hours per week. Flexitime Scheme in operation.

The City Council is involved in serving the public and as part of your duties you may be required to undertake work and attend meetings outside normal office hours. A sessional fee, overtime, or time off in lieu may be available on these occasions in accordance with the conditions of the scheme. Payments for childcare responsibility may be claimed.

Applicants wishing to enter a job-sharing arrangement for these posts should indicate this on the application form and give details of preferred hours. A minimum of 16 hours must be worked by all job-sharers.

Job sharers in general attract all the same conditions of service as full-time post holders, for example if they carry out between 16 and 21 hours per week they are entitled to join the pension scheme and also have the same benefits such as sick pay, maternity leave, annual leave, qualified at the appropriate rates. Job share applicants are not responsible for finding somebody else to job share with and their applications are given equal consideration for employment as full-time applicants.

**REPORTING TO:** Head of City Development

#### **OTHER INFORMATION:**

This is a permanent pensionable post

Relocation expenses are payable for this post.

Two references are required.

The Council has a childcare voucher scheme. Employees who pay a registered childcare provider may be able to make tax and National Insurance savings on some or all of their childcare costs.

The Council's normal retirement age is 65. In line with the Age Discrimination Legislation exemptions the Council does not accept applications from people over 65yrs of age or who are within 6 months of our normal retirement age.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you provide on your application form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or

administering public funds for these purposes. For further information, see <http://www.oxford.gov.uk/privacy>

Applicants please note that if you have not received notification from us within 3 weeks of the above closing date, please assume that your application has not been successful on this occasion.

### **UK BORDER AGENCY**

Oxford City Council is not currently licensed as a sponsor and cannot employ migrant workers outside the European Economic Area and Switzerland under the Point Based System rules, issued by the UK Border Agency.

### **FURTHER PARTICULARS**

The postholder must at all times carry out their duties and responsibilities with due regard to the Council's Equal Opportunities and Health and Safety Policies.

Oxford City Council aims to recruit, retain and develop a committed and diverse workforce. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions that are unspent under the Rehabilitation of Offenders Act 1974 (ROA 74). Having an unspent conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence.

**Certain positions within Oxford City Council meet the requirements in respect of exempted questions under the Rehabilitation Act 1974 (ROA 74) because of the nature of the work involved. Where posts meet these requirements, the successful applicant will therefore be subject to a criminal record check from the Criminal Records Bureau before appointment is confirmed. This will include cautions, reprimands or final warnings as well as convictions.**

**A copy of the Council's Policy on the Employment of People with Criminal Records is included in the application pack.**

### **IMPORTANT NOTICE – PLEASE NOTE**

Following the Local Government and Housing Act 1989 certain local government employees have restraints placed on their political activity.

Broadly this affects employees paid at **scp 44 (£34,986 p.a. as of 01.04.06) and above** (including all regular payments) and those in post identified as politically sensitive. Employees in these 2 categories cannot:

- Write or speak publicly in a way which appears to affect public support for a political party.
- Canvass on behalf of a political party at any election for Councillors, MPs or MEPs.
- Hold office in a political party.
- Publicly declare themselves a candidate for Councillor, MP or MEP.

Further information on whether or not the post for which you apply is affected by this legislation can be obtained from Human Resources, as well as further information on the rights of appeal against inclusion.

Candidates will be shortlisted on the basis of illustrating that they fulfil the criteria as outlined in the attached person specification in their application. Examples that demonstrate the ability to fulfil the criteria should be included. This applies to all candidates. Disabled applicants who demonstrate that they meet the following essential criteria will be invited to interview.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

**Job Title:** Oxford City Centre Manager

**Job purpose:**

To secure a recognisable and sustainable improvement in the management of the City centre (City centre including the area within the four gateways of Magdalen Bridge, Folly Bridge, Botley Road Bridge and the Northern end of St Giles)

**Job details**

*Service responsibilities*

- To implement best practice in City Centre Management and deliver innovative ways to bring recognisable and sustainable improvements to enhance the attractiveness, prosperity and security of the City centre.
- To work with those senior officers of both the City and County Councils who exercise authority to solve day to day problems in the City centre. To co-ordinate relevant resources of the two local authorities and other agencies to tackle more substantial problems. To lead an appropriate partnership officer group.
- To facilitate the establishment and running of a single point of contact for all users for Oxford City Council and Oxfordshire County Council, with a multi-service reporting system and to ensure good communication between the public, private and voluntary sectors.
- To work with the City Council's City Works Service and the County Council's Transport Service to develop and implement a clear set of service standards that meet business and customer request, whilst ensuring the services are delivered in a safe and cost effective manner.
- To establish a strong Oxford City Centre Stakeholder Group that will meet on a quarterly basis. To develop strong links with the Stakeholder Group and other City centre partners in order to initiate and support joint initiatives that will promote and or market the City centre with appropriate funding and sponsorship.
- To maintain and develop good intelligence over the financial performance of the City centre. To be aware of new opportunities and threats and to make and implement plans to address them. To undertake satisfactory methods of obtaining shopping and business feedback and to make regular reports and recommendations for actions at least 6 monthly.

See Appendix for further aspects of the role.

**PERSON SPECIFICATION**

Job Title: Oxford City Centre Manager

Post No: 9743a

<b>SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Education/Training	Educated to degree level or equivalent  Evidence of continuing professional development.	Project Management Qualification  Certificate level in management studies (or equivalent)
Relevant Experience	Experience of working in a commercial environment  Substantial experience of working with people in both public and private sectors and through partnerships  Evidence of an ability to liaise and negotiate successfully with business people and local government politicians and managers at all levels  Proven track record of delivering successful outcomes and environmental improvements in town centres, through project management.  Experience of report writing and policy implementation.	Experience of setting standards for city centre services.  Experience of Town/City Centre Management working  Experience of working with agencies, such as the Police and PCT to address environmental and social issues.
Knowledge	Knowledge of project planning and management.  Knowledge and appreciation of the key drivers affecting businesses and commercial success and failure.  An understanding of the issues affecting local government.  Working with complex financial information	Knowledge of customer and business consultation and feedback mechanisms.  A good understanding of diversity and community cohesion issues within a diverse City.  Understanding of funding sources for projects and experience of delivering such a project.  Ability to use a wide range of IT systems
Key Competencies	Has personal credibility and excellent communication and presentational skills.  Exceptional influencing and networking skills. Able to build and maintain effective working	

	<p>relationships with key stakeholders within and outside the organisation.</p> <p>Ability to motivate others and work with minimal supervision.</p> <p>Happy and able to take decisions on own behalf, whilst also understanding when to refer to others.</p> <p>Has organisational, coordination and monitoring skills to achieve results.</p> <p>Ability to work under pressure and to meet tight deadlines</p> <p>Manages conflict and competing priorities effectively and is able to keep a wide range of projects on track at the same time.</p> <p>Ability to work some weekend and meetings</p>	
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## **Appendix**

### **Further Aspects of the Role: Oxford City Centre Manager**

#### **General Responsibilities for all Managers at Oxford City Council**

- To promote a positive image of Oxford City.
- To develop work with local businesses and partners and to work as a part of a multidisciplinary team.
- To promote creative and innovative ways of tackling problems, ensuring services are user focussed and developed to meet the needs of a diverse community.
- To be responsible for the effective management of resources and budget controls.
- To work with members in the devolved Area Committee structure.
- To be a positive member of cross service Team Leader Groups and Corporate Groups and to represent the Council at various meetings, when required.
- To contribute to the continual improvement in the delivery of services, whilst operating within the guidelines and policies of the Council.
- To contribute to the delivery of the Corporate Plan and the implementation of the Performance Monitoring Framework.
- To comply with the Councils Equal Opportunities Policy and support its development and promotion across any work activity. This includes opposing and where possible eradicating all forms of discrimination as an employer and a service provider.
- To promote corporate working and undertake corporate projects as required that are consistent with the Councils' expectations of a Team Leader.

#### **Further information relating to the specified Service Responsibilities**

The clear set of service standards are likely to relate to the following:

- Cleanliness of pavements
- Keeping streets and street furniture clear of graffiti and litter
- Maintenance and repair of street furniture –bins, posts and signs
- Keeping utilities 'up to scratch'
- Improve public toilet provision
- The collection of commercial waste
- Controlling Street Trading
- Controlling anti-social behaviour
- Supporting the business and taxi service licensing processes
- Improvements to Air Quality

The relevant stakeholders, in addition to the business community (which itself includes Oxford University and colleges), will include:

- Oxfordshire Partnership
- Oxford City Partnership
- Public Realm Working Group
- Central South and West Area Committee
- Oxford Civic Society
- Oxford Inspires
- Oxford Preservation Trust

In the context of this role, complying with the Councils Equal Opportunities Policy means to promote social inclusion and enable access to City centre services by all local residents, people who work and who visit the City.