



BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

Job Title:	Casual Venues VSA
Reports to:	Venues Business & Operations Manager
Department:	EEC
Section:	Tourism & Venues

PURPOSE OF JOB

To assist in the set up and breakdown of sets, staging and seating for events at the Brighton.

To undertake cleaning as directed both internally and externally.

To operated equipment pertinent to cleaning or movement of resources throughout the venue.

PRINCIPAL ACCOUNTABILITIES

1. As directed to set up and break down the venues equipment to meet venue requirements.
2. Where necessary to work overnight or late shifts to achieve operational requirements of the venue and events therein.
3. Where appropriate, if certified and under the direction of permanent venues staff, to operate equipment in the delivery of the requirements of the venue.
4. To set up the venues conference rooms and facilities for events as instructed by Venues permanent staff, including any relevant cleaning duties.
5. Movement of venues resources to include (but not limited to) staging, equipment and furniture, within specific timeframes and to highest standards of customer and client satisfaction.
6. To assist the Venues Building Manager in the general maintenance and upkeep of the fabric of the venues to include painting and decorating and light maintenance to a domestic standard.
7. To monitor and service events and ensure that exits remain accessible for means of escape from fire purposes during their time in the venues.
8. To be aware of security implications at the venues at all times and bring to the attention of security staff and/or line management any potential breaches particular during extended shifts and overnight working shifts.

9. To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.
10. To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

General Accountabilities

Health & Safety

To ensure all operations in their areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy.

In particular: as set out in Section 4 of the Council's Health and Safety Policy, and within their area of responsibility:

- To maintain awareness of current Health & Safety legislation and ensure that all employees understand and comply with Health and Safety Policy; that they are informed, trained and supervised to safeguard their own and others welfare and safety
- To carry out risk assessments and ensure implementation of and adherence to safe systems of working practice
- To report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice
- To ensure that safe premises, equipment and working environments are maintained

Equalities

To develop practices within the directorate/division that uphold and develop the principles of the City Council's Inclusive Council Policy in relation to staff and to service provision.

To work within and actively promote the City Council's Inclusive Council Policy in relation to service delivery and staff management.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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PERSON SPECIFICATION

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Reports to:	Venues Business & Operations Manager
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Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none">• An understanding of health & safety requirements and safe working methods• An understanding of manual handling, COSHH and RIDDOR.• Knowledge of working in different environments both internally and externally.• Ability to undertake light maintenance work, ie interior and exterior decoration as required, change light bulbs etc• Ability to carry out light repairs to a nominal DIY standard and to seek professional advice as appropriate• Knowledge of and the ability to operate power tools and manual tools within health and safety guidelines• Ability to communicate to ensure that necessary work is carried out to a high standard.• Ability to work as part of a team
Experience	<ul style="list-style-type: none">• Experience of working extended shift patterns including overnight working.• Experience of using basic tools and machinery including power tools.• Experience of assessing risks in relation to ensuring a safe working environment.• Experience of carrying out light maintenance duties and repairs• Experience of working in a team.• Experience of working externally in differing weather conditions.
Skills and Abilities	<ul style="list-style-type: none">• Ability to complete safe moving & handling of objects• Ability to prioritise and manage own workload and meet deadlines using own initiative• Effective communication and interpersonal skills• Assess and identify urgent issues relating to Health & safety.
Equalities	<ul style="list-style-type: none">• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.
Other Requirements	<ul style="list-style-type: none">• Flexible approach• Able and willing to work out of hours when required.

