**BRIGHTON & HOVE CITY COUNCIL**

**JOB DESCRIPTION QUESTIONNAIRE**

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| **Job Title:** | Outdoor Events Development Manager |
| **Reports to:** | Head of Sport & Leisure |
| **Directorate:** | Economy, Environment and Culture |
| **Division:** | Culture, Tourism and Sport |
| **Date written:** | July 2021 |

Job Purpose

The post-holder will take a lead on the implementation of the city council’s Outdoor Events Strategy through the development of the Outdoor Events Programme. In particular, the postholder will ensure the programme is inclusive and of high quality, making a strong contribution to the city council’s policy priorities including culture and the visitor economy. The postholder will seek out opportunities for new city events.

The post-holder will be an active advocate for outdoor events in the city council, working closely with colleagues across directorates. A key function for the role is support for outdoor event organisers, private, public and third sector organisations and communities. Placemaking is at the heart of the city’s policy priorities, with outdoor events being a distinctive feature of Brighton and Hove for both residents and visitors.

The post-holder will initiate and manage the Outdoor Events Programme and when necessary, act as Designated Premises Supervisor (the Licensee) for the Council’s 16 licensed public open spaces, where events with audience capacities of up to 70,000 persons take place.

**Principal Accountabilities**

1. Lead for the city council on the delivery of the Outdoor Events Strategy including the implementation of the Outdoor Events Charter.
2. Contribute to the development and delivery of relevant strategies and projects with a range of internal and external stakeholders, leading as required.
3. Develop and manage resources to support the successful and safe delivery of outdoor events in the city, including sharing information across the sector and encouraging collaboration to achieve best practice.
4. Work closely with colleagues in the directorate as part of a team to maximise the contribution of the Council’s corporate assets to the agreed priorities.

Policy Analysis and Development

1. To hold an up-to-date and detailed understanding of all aspects of national, regional and local policy and legislation relating to outdoor events and the industry generally. This will include health and safety, together with staying updated on with the importance of outdoor events and filming for economic development.
2. To lead responses from the Council to relevant consultation exercises, and to contribute to the development of policies with implications for outdoor events as required.

Programme/Project Management

1. To lead or co-ordinate funding bids relating to outdoor events on behalf of the Council, or through consortia led by the Council or partnerships involving the Council, including providing advice on planning and framing content.
2. To oversee and manage the outdoor events programme and filming at an operational level, including implementing the Council’s policies regarding Health, Safety and Welfare at outdoor events and in particular act as Designated Premises Supervisor for each of the Council’s open spaces with regard to the Licensing Act 2003 and other appropriate legislation.
3. With the outdoor events team, manage all event requests from outside event organisers, promoters and hirers and prepare briefing notes, consultation documents and committee reports. Present committee reports as required.
4. To negotiate terms, conditions and fees with outside clients, promoters and hirers to ensure the income from outdoor events is maximised.

Partnership Working

1. To lead the multi-agency organising groups responsible for the safety of the public at major events such as Pride and the Veteran Car Run.
2. To support the effective and efficient functioning of the Safety Advisory Group, contributing specialist advice and information, and co-ordinating with other relevant city, regional and national bodies as required.
3. To advise and guide individuals and community organisations on the health and safety and operational requirements of staging events on council land.
4. To develop effective networks and productive working relationships with outdoor event organisers and with wider stakeholders, for example in the visitor economy.

Business Management

1. To ensure all resources within the service are managed and utilised as efficiently as possible.
2. To collect, record and produce timely and accurate reports of information relating to the service, including monitoring and evaluating the impact of Council investment in outdoor events.

Communication

1. To consult with internal and external stakeholders in line with corporate standards, ensuring the Council meets its statutory duties.
2. To respond in a timely manner to internal and customers, carrying out duties and responsibilities in accordance with the council’s commitment to customer service excellence and ensure compliance with the customer care standards.

General Accountabilities

1. 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:
2. 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
3. To carry out risk assessments and ensure implementation of and adherence to safe systems of working practice
4. To report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice
5. To ensure that safe premises, equipment and working environments are maintained
6. To develop practices within the service that uphold and develop the principles of the City Council’s Inclusive Council Policy in relation to staff and to service provision and support the delivery of the Council’s statutory obligations in relation to the Equaity Act.

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.

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.

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**PERSON SPECIFICATION**

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**Essential Criteria**

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| **Job Related Education, Qualifications and Knowledge** | 1. Degree or comparable qualification/experience in a relevant discipline. 2. Knowledge of outdoor events programmes and practice at local, regional or national level. 3. Understanding of political and legal background to UK local government services. 4. Knowledge of licencing regulations and compliance with in a similar regulatory environment |
| **Experience** | 1. Providing specialist advice and information to a range of partners, service users and stakeholders. 2. Management of all aspects of outdoor events and filming. 3. Extensive partnership working experience, spanning organisational hierarchies, structures and boundaries. 4. Experience of working in a complex public policy environment on politically sensitive issues and initiatives. 5. Undertaking research and analysis, then providing briefings, committee reports and advice to senior officers or elected members. 6. Policy development in a government context and by working with and through formal and informal partnership arrangements. 7. Creative and strategic thinking, able to generate and deliver new ideas, evaluate options and drive forward projects that demonstrate progress. 8. Effective implementation of large, complex and politically sensitive projects and programmes, preferably within a public sector and/or economic development context and including administering/chairing multi-sector groups. 9. Matrix management, covering various disciplines and including consultants and contractors. |
| **Skills and Abilities** | 1. Exemplary verbal and written communication skills, including the capacity to summarise complex information to a range of audiences. 2. High degree of political sensitivity, demonstrating an understanding and awareness of different political/stakeholder interests and aspirations. 3. Capacity to develop and sustain productive relationships with a range of internal and external partners and stakeholders (including with Members, senior officers and government officials). 4. Strategic and lateral thinking to reach innovative solutions, then advising, challenging, influencing and negotiating at a senior level to influence long-term courses of action. 5. Ability to assimilate, record and analyse information from a wide range of sources. 6. Ability to work effectively in a dynamic and changing environment where outcomes may be uncertain and/or fluid. 7. Sound organisational skills, able to work at pace to manage a high-profile and heavy workload to complete tasks/activities to time and to a high quality. 8. Sound written communication skills, including agenda setting, drafting papers and reports. 9. Excellent IT skills including Microsoft Office, and the ability to manipulate spreadsheets |
| **Equalities** | 1. Demonstrable commitment to the principles of equalities and able to carry out duties in accordance with Council’s Inclusive Council Policy. |
| **Other Requirements** | 1. Willingness to attend meetings located beyond the city and regularly work outside of standard office hours including weekends. |