# 

# BRIGHTON & HOVE CITY COUNCIL

**JOB DESCRIPTION QUESTIONNAIRE**

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| **Job Title:** | Casual Venues VSA |
| **Reports to:** | Compliance Manager |
| **Department:** | Brighton Centre |
| **Section:** | Tourism & Venues, EEC |
| **Date written:** | 18th April 2019 |

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**PURPOSE OF JOB**

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

To undertake cleaning as directed both internally and externally.

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

**PRINCIPAL ACCOUNTABILITIES**

1. As directed to set up and break down the venues equipment to meet venues 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.

**BRIGHTON & HOVE CITY COUNCIL**

**PERSON SPECIFICATION**

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### Essential Criteria

|  |  |
| --- | --- |
| **Job Related Education, Qualifications and Knowledge** | * An understanding of health & safety requirements and safe working methods * An understanding of manual handling, COSSH 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 | * 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 | * 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** | * 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** | * Flexible approach * Able and willing to work out of hours when required. |

**Organisational Chart**

**Venue Service & CLO Casual Staff**

Head of Tourism & Venues

Compliance & Services Officer

Venue Services Supervisor x 5  
  
Hall Supervisor x 1  
  
Venue Services Assistant x 2

Client Liaison Officer x 7

Compliance & Services Manager

**Hardest Part of the Job**

The job entails maintaining the Venues within Tourism & Venues ensuring that the venue is maintained and presented to the highest standard at all times to match the expectation of our customers.Attention to detail and consistency is vital and the ability to self-start and priorities workloads is critical. The post holder has to be brave and come up with solutions, independently.

Ability to work within a diverse team within tight timeframes and working long hours outside of normal working patterns, encouraging and leading colleagues to achieve the best outcomes.

**Dimensions**

Please quote any figures, which would help give a picture of the job, for example:

a) number of enquiries per week: 0  
b) Items processed: upwards of 30 per shift  
c) value of contracts dealt with: 0  
d) budgetary amounts: £0

e) any other statistics related to the job: the delivery of an event relies on the building being presented to a client as they are expecting it. On many, many occasions this can fall entirely to the team breaking down one event, and setting up the next, in very tight time frames, overnight and without immediate access to a manager. The job has to get done and failure to deliver has massive financial and reputational impact. Casual Venues VSA staff plays an integral part of this delivery.

**Scope for Impact**

The post holder will be integral in the effective Operational Management of the Tourism & Venues department, ensuring that the Venues are well maintained and presentable at all times in terms of the continued events programme as determined by the Venues Business & Operations Manager with particular focus on the venues buildings resources.

This position is vital in terms of how we present ourselves to our customers and clients.

**Job Context**

The post holder of Venues Casual VSA needs to be well organised and hardworking, and have an complete understanding of the impact that they have in the presentation and upkeep of the venues.

The post holder may on occasion come into contact with clients and users of the Venuesit is paramount that the post holder conducts themselves in an appropriate manner at all times as they will be acting as a representative of the City of Brighton & Hove and failure to do so could result in reputational damage.

The position carries with it the potential for long hours working to very tight timelines, under pressure to deliver the best facilities management outcomes for The Venues Section.

The post holder will need to be able understand the impact of their decisions across the whole of the Tourism & Venues department.

**Approval:**

*We confirm that the job description, person specification and additional information provided above convey a full and accurate description of the job at this time.*

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| **Post holder:**  Sign & print name |  |
| **Reports to:**  Sign & print name |  |
| **Date signed:** |  |
| **Department:** |  |
| **Section:** |  |

HR Use only:

|  |  |
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| **Job Analyst:**  Sign & print name |  |
| **Date evaluated** |  |
| **Method:** |  |