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| [Stockton-on-Tees Borough Council](https://www.stockton.gov.uk/) | | | JOB DESCRIPTION |
| The Environment, Culture, Leisure & Events | | | Service Area:  Events |
| **JOB TITLE:** Senior Event Assistant | | | |
| **GRADE:**  J | | | |
| **REPORTING TO:** Event Production Manager | | | |
| **1.** | **JOB SUMMARY:**  The post holder will report to the Event Production Manager and will provide event production support and capacity to deliver the Council’s annual events programme and support external/third party events on Council land.  Duties will include operational planning and delivery of a number of and duties will include site supervision and coordination, fire and risk assessments, review of event safety plans, incident management and ensuring safe systems of work are followed.  Post holder will work closely with the Event Production Manager, other internal events leads and commercial and community event organisers | | |
| **2.** | **MAIN RESPONSIBILITIES AND REQUIREMENTS** | | |
|  | 1. | To actively provide event production support in the planning and operational delivery of the Council’s annual events programmeand wider Event Delivery Framework. | |
|  | 2. | To manage and deliver Council events as directed by the Event Production Manager, with specific responsibility for:   * Always ensure safe systems of work are in place and followed during build, operational and rerig stages * Managing build processes, including site supervision and control of staff and contractors, including attention to Control of Contractors and review of all production safety paperwork * Sign off for Temporary Demountable Structures in line with the agreed fixing methodologies/health and safety regulations * Overview of on-site management of climatic conditions, including wind speed monitoring/recording * Incident Management processes in line with agreed Event Management Plans * Resource Planning and organisation of crew, casual staff, stewards and security personnel in line with Event Management Plans * Ensure effective systems are being followed in the management of equipment on site at build, operational and rerig stages * Maintain appropriate event production records including insurance documents, entry forms , crafts, traders, risk assessments, event files and manuals. | |
|  | 3. | To contribute to the production and review of Event Safety Management Plans in line with internal technical assurance standards, including Risk Assessments and Method Statements, Incident Management and wider Health and safety issues | |
|  | 4. | To work with the Event Production Manager to ensure event procedures and standards are fit for purpose and that accurate and timely records are kept. | |
|  | 5. | To work within current licensing legislation (Licensing Act 2003) | |
|  | 6. | To build effective working relationships within the wider Events Service and with other technical support including Health and Safety, Licencing, Enforcement and Highways Teams. | |
|  | 7. | To work specifically with Sports Development Teams/Organiserwho wish to run sporting events and activities on Council Land. | |
|  | 8. | To support the planning/delivery of the Council’s Events Programme and provide advice, guidance and support to service teams and other external event organisers relating to their event management processes, including health and safety. | |
|  | 9. | To work with Event Assistants to ensure the Event Stores are managed correctly through concise inventory management, stock control and equipment assurance procedures. | |
|  | 10. | To assist in the development of safe systems of work protocols and processes within Events in compliance with Health and Safety at Work etc Act 1974. | |
|  | 11. | To be actively involved in networking with key partners and town centre businesses/organisation contributing to the development of a vibrant event programme across the Borough | |
|  | 12. | To attend and be an active member of the Council’s Event Programme Group as directed and contribute to team meetings including developing and presenting work plans at weekly Toolbox briefings. | |
|  | 13. | To liaise with colleagues across the Council and other agencies and to represent the Service at work groups, meetings and forums as required. | |
| **3.** | **GENERAL** | | |
| **Job Evaluation -** This job description has been compiled to inform and evaluate the grade of K using the NJC Job Evaluation scheme as adopted by Stockton Council. | | | |
| **Other Duties -** The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder. | | | |
| **Workforce Culture and supporting behaviours and Code of Conduct –** The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.  **Shaping a Brighter Future –** The post holder will embrace the Council’s “Shaping a Brighter Future” programme.  **Personal Development** –As defined by the Council’s Culture Statement, all employees will take responsibility for their own development  **Customer Services –** The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.  **Policies and Procedures –** The post holder is required to adhere to all Council Policies and Procedures. | | | |
| **Health and Safety –** The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.  **Safeguarding –** All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. | | | |  | Signature: |

**Job Description dated March 2018**

[Stockton-on-Tees Borough Council](https://www.stockton.gov.uk/)

**PERSON SPECIFICATION**

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| Job Title/Grade | Senior Event Assistant  Grade J |  |
| Directorate / Service Area | The Environment Culture, Leisure & Events |  |
| Post Ref: | TBC | |

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|  | **ESSENTIAL** | **DESIRABLE** | **MEANS OF ASSESSMENT** |
| Qualifications | Educated to degree level or equivalent or demonstrable directly relevant work experience to an equivalent level of knowledge. | Recognised Health and Safety qualification e.g. IOSH or NEBOSH  First aid at Work / Emergency First Aid Certificate  Plant operator’s card or certification | Application form  Selection Process  Pre-employment checks |
| Experience | A proven track record of working in the outdoor event sector, including understanding of event planning and risk management.  Substantial experience of on-site event supervision of teams and external contractors.  Experience of using petrol site tools e.g. whacker plate, stake pullers  Experience of Crowd Control Management  Experience work with temporary, demountable structures and knowledge of associated guidance  Experience of ICT including Microsoft office suite of software  Working with a wide range of people and agencies | Experience of writing and presenting Event Safety Management Plans including producing risk assessments and method statements.  Knowledge of current licensing legislation (Licensing Act 2003)  Knowledge of Health and Safety at Work etc Act 1974 in relation to Event Management  Knowledge and understanding of working in a public sector environment | Application form  Selection Process  Pre-employment checks |
| Skills | Understanding of event planning processes and health and safety standards.  Well developed influencing and negotiation skills  Ability to communicate clearly and effectively in verbal and non-verbal forms to a wide range of audiences.  Ability to think widely and solve problems logically  Have a calm and methodical way of working, with excellent organisational skills.  Aptitude to establish and maintain productive working relationships internally and externally | An understanding of the Council’s core values and objectives  Understanding of functional areas within The Environment, Culture, Leisure and Events Directorate and the political context | Application form  Selection Process  Pre-employment checks |
| Specific behaviours relevant to the post | Demonstrate the Council’s Behaviours which underpin the Culture Statement.  Positive contributor and team player  Physically Fit  High Personal standards and self-discipline  Strong commitment to public sector  Demonstrates flexibility and resilience | Be innovative in ideas development  Have the ability to think creatively  On-going commitment to Continuous Professional Development and sector networking | Application / Interview |
| Other requirements | Due to the frequent need for travel across the borough and the need to meet service needs, current valid driving license and access to a vehicle with appropriate insurance is a requirement of this post.  Flexible working pattern  Extensive evening and weekend working is expected |  |  |

**Person Specification dated March 2021**