

DIRECTORATE:	Operations and Regulatory Services		
DIVISION:	Facility Services and Civic Management		
POST TITLE:	Market Inspector (AA3558)		
EVALUATION:	466 Points	GRADE:	N5
RESPONSIBLE TO:	Operations Manager – Facilities		
RESPONSIBLE FOR:	Market Operatives and Weigh House Attendant		
JOB PURPOSE:	Support the Operations Manager on a daily basis in service delivery and client relationships. Provide onsite facilities management services to the Grainger Market on behalf of Facility Services and Civic Management. Ensure the delivery of services in accordance with customer service standards, policies and procedures.		
MAIN DUTIES:	<p>The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.</p> <ol style="list-style-type: none"> (1) To carry out the various policies and procedures associated with the operation of the facility. Specifically, those relating to; staff supervision, opening and closing the premises, the letting of building premises, security and access, CCTV, maintenance and repair and health and safety. (2) Report all building defects and repairs to the relevant bodies. To read and record information from utilities meters and report any faults to the client. (3) To maintain excellent communications with Market traders, external property owners attached to the market, members of the public, emergency services, contractors and any other visitors to Newcastle Markets. Handling of complaints, enquiries or incidents as the lead contact in the premises. (4) Monitor and maintain limited delegated budgets including the handling and processing of cash, event fees, other miscellaneous income and financial data. (5) Ensure the building premises (internal and external) are cleaned in accordance with agreed procedures, standards and methods, by supervising the Market Operatives in their day to day tasks. (6) Enforce all Newcastle Market rules, regulations, lease covenants and byelaws. (7) Undertake the ordering of stocks and supplies ensuring adequate levels are available. receipt of delivery and arrange the correct storage of all goods and equipment. 		

- (8) Support management in the continuous development and improvement of efficient working practices and market initiatives.
- (9) To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
- (10) To promote and implement the Council's equal opportunities policies in all aspects of employment and service delivery.