 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: The Environment, Culture, Leisure & Events		Service Area: Events	
JOB TITLE: Event Production Manager			
GRADE: N			
REPORTING TO: Events Service Manager			
1. JOB SUMMARY:			
<p>The post holder will report to the Events Service Manager and will work across all Council directorates supporting the delivery of the Council's Event Programme.</p> <p>Post holder will have lead responsibility for all technical matters including health and safety standards and compliance with Health and Safety at Work etc Act 1974.</p> <p>Duties will include development and delivery of technical operating policies and procedures including assurance standards, event infrastructure, crowds management, temporary demountable structures, traffic management, counter terrorism measures and in particular fire/risk management.</p> <p>The Post holder will also lead on the commissioning and management of external technical production providers/suppliers to support the delivery of the Events Programme and will be responsible for a range of physical resources, including overseeing the event stores/inventory.</p>			
2. MAIN RESPONSIBILITIES AND REQUIREMENTS			
	1.	Day to day management of the Event Production Team including line management of all technical staff, seasonal and casual employees and external contractors.	
	2.	Ensure staff, contractor and other personnel are fully trained and competent in technical roles on event sites	
	3.	Responsible for adherence to the Work Time Directive for all technical staff.	
	4.	Responsible for the compliance of the Health and Safety at Work etc Act 1974 and associated Regulations, Approved Codes of Practice and Guidance in relation to event management, delivery and activities on Council Land.	
	5.	Keep up to date with changes in legislation, technology and working methods in an event context, and ensure that safety policies and standards comply with legislation and Event industry best practice.	
	6.	Lead Officer for event related fire and risk management	
	7.	Lead on the continuous development and implementation of a range of safe systems of work within the Events Service including event infrastructure, crowd	

		management, temporary demountable structures, traffic management, counter terrorism measures and incident management processes.
	8.	Monitor, both actively and reactively, operational safe systems of work to ensure both their adherence and continued effectiveness.
	9.	Deliver and develop the Council's technical assurance framework for events on Council Land and ensure implementation.
	10.	Take a lead role on Counter Terrorism Risk Management within Events and work closely with Counter Terrorism Security Officers in the development of effective safety plans/systems.
	11.	Lead on research, investigate and analyse the implications of new policies, legislation, guidance and consultation documents with regards to event management/safety.
	12.	Ensure working practices are developed within current licensing legislation (Licensing Act 2003)
	13.	Co-ordinate and deliver the production and sign off of Event Management Plans for Council run events, liaising with Event Co-ordinators, technical staff and linking with the Council's Independent Safety Advisory Group.
	14.	Attend the Independent Safety Advisory Group as required and present event management plans, responding to any matters arising.
	15.	Manage technical budgets as required.
	16.	Manage the procurement of appropriate event resources and materials for event production, making recommendations for suitable approaches to investment and maintenance.
	17.	Oversee the management and storage of all event physical resources, ensuring appropriate stock control and safety management safeguards are in place in line with the Council's health and safety policy.
	18.	Negotiate and maintain technical contractors and supplier frameworks for event production, ensuring value for money and service standards are achieved across the wider event programme/budgets.
	19	Establish effective working relationships and systems with technical teams involved in the delivery of the Council's Event Programme including health and safety, highways, licensing, enforcement and emergency services.
	20.	Lead technical meetings
	21.	Assist with near miss/event incidents investigations and contribute to the development and implementation of remedial actions.
	22.	Deputise for the Event Service Manager as required.

	23.	Foster and build effective working partnerships/support mechanisms with community groups, friends groups etc., providing practical advice/guidance and support to enable them to programme and deliver their own events.
	24.	Support the programming of the Town Centre Lighting Scheme, Water Fountain, Riverside Lights and the Stockton Flyer automaton.
	25.	Contribute as necessary to the development of the Council's Event Strategy, including implementation of policies and delivery of the event delivery framework.
	26.	Implement change and business development opportunities, where appropriate, to ensure the on-going success of the service.
	27.	Contribute in the preparation of reports and other management information as requested and to be lead in post event evaluation processes.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of N 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.


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.

	Name:	Signature:	Date
Job Description written by: (Manager)	Tara Connor		Sept 21
Job Description agreed by: (Post holder)

Job Description dated September 2021



PERSON SPECIFICATION

Job Title/Grade	Event Production Manager Grade N	
Directorate / Service Area	The Environment, Culture, Leisure & Events	Events
Post Ref:		


	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>Educated to degree level or equivalent</p> <p>Relevant Technical Qualification at NVQ level 4 or equivalent</p> <p>National General Certificate in Occupational Health and Safety</p>	<p>A relevant event management qualification.</p> <p>Industry electrical qualifications</p> <p>First Aid at Work / Emergency First Aid Certificate.</p> <p>NEBOSH :- National General Certificate in Fire Safety and Risk Management. National General Certificate in Construction Health and Safety.</p> <p>Crowd management, modelling and management qualification</p> <p>National Plant Operators Registration Scheme Trained Operators Card and Certificate</p>	<p>Application form</p> <p>Selection Process</p> <p>Pre-employment checks</p>

Experience	<p>You will be able to demonstrate extensive experience, operating at a Senior level in producing and technically managing a programme of events, including large scale, multi-site complex installations.</p> <p>Demonstrable experience of managing a team of employees and staff at varying levels of ability and expertise.</p> <p>Experience of managing change processes within an organisation.</p>	<p>Experience of temporary, demountable structures and associated guidance.</p> <p>Experience of towing trailers (up to 750kg)</p> <p>Experience of using petrol site tools e.g. whacker plate, stake pullers</p> <p>Implementing formal reviews of events</p>	<p>Application form Selection Process Pre-employment checks</p>
Skills	<p>You will have the necessary skills to technically lead and control large scale events, including effective risk management, event planning processes, incident management, emergency services liaison and evacuation procedures.</p> <p>Experience, knowledge and application of the following:</p> <ul style="list-style-type: none"> • Business Planning • Developing event management plans • Health and safety and welfare, including safeguarding in a community event context. • Cultural, social and attitudinal differences that interact with and influence the wider event community. <p>You will have the necessary skills to analyse the circumstances surrounding accidents, incidents, or when things go wrong.</p>		<p>Application form Selection Process Pre-employment checks</p>

	<p>You will have well developed leadership skills and ability, leading by example showing and expecting consistently high professional standards both within the team and from procured service providers.</p> <p>Have the ability to communicate clearly and effectively in verbal and non-verbal forms to a wide range of audiences, abilities and backgrounds.</p> <p>Excellent decision making and problem solving skills</p>		
Specific behaviours relevant to the post	<p>You will be able to demonstrate working in a consistently calm, controlled, positive and effective manner, operating under your own initiative in a changing and sometimes challenging environment, against competing deadlines.</p> <p>You will be supportive of a no-blame culture, encouraging learning lessons and information sharing to constantly improve evolved safety management safeguards, the workplace environment and culture.</p> <p>You must be able to distinguish between important and urgent priorities whilst remaining conscious of maintaining effective management of risk at all times.</p> <p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p>	<p>Be innovative and open in ideas development</p> <p>On-going commitment to Continuous Professional Development and sector networking</p>	Application / Interview

	<p>Current valid driving license, access to a vehicle with appropriate insurance</p> <p>High Personal standards and self-discipline</p> <p>Strong commitment to public sector</p> <p>Physically Fit</p> <p>Demonstrates flexibility and resilience.</p>		
Other requirements	<p>Flexible working pattern</p> <p>Must be able to vary working hours to incorporate extensive evening and weekend event work as determined by the Service need</p>		

Person Specification dated September 2021

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE:	SERVICE AREA:
JOB TITLE: EVENT PRODUCTION MANAGER	
GRADE: N	
REPORTING TO: EVENT SERVICE MANAGER	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	Y
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	Y
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	Y
Is required to drive an HGV/LGV/PCV/Minibus	N
Is required to undertake agriculture, horticulture or gardening work	N
At risk from noise that might affect an employee's health (will be required to wear hearing protection)	N
Will be exposed to vibration likely to be above the exposure action level.	N
Prolonged or frequent exposed to hazardous substances such as machine generated wood dust, other heavy or excessive concentrations of mineral dust, solder flux or tar.	N
Potential exposure to asbestos	N
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	N
May be exposed to lead or lead based products	N
Food handling and preparation	N
Will require a health assessment for regular night working	N
Will be using Display Screen Equipment	Y
Other known risks – please detail	
No known risks associated with this role	N

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager:



Date: 12.1.22