 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Community Services, Environment and Events		Service Area: Culture, Libraries and Events
JOB TITLE: Event Development and Production Manager		
GRADE: SM3		
REPORTING TO: Asst Director Culture, Libraries and Events		
1.	JOB SUMMARY: To be responsible to the Asst Director of Culture Libraries and Events, in the provision of leadership and management for Event Safety and Production Service, including all associated activities across Culture Services. The post-holder will be required to proactively shape and contribute to the development the Council's Event Strategy, including the development of new events of scale which support the cultural and economic ambitions of the Council.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1.	Responsible for the Leadership and management of event safety and production arrangements including the development of policies, processes and safe systems of working. Duties include: <ul style="list-style-type: none"> • Drive and lead change in relation to event management/safety policy • Responsible for the Arts and Outdoor Events, Health and Safety strategy • Relationship management, development of internal and external partnerships • Representing the Council outside of the organisation • Senior level event safety and production management support for Stockton International Riverside Festival • Actively contribute to the achievement of social, economic and well-being objectives in relation to Festival and Events • Drive continuous improvement to ensure compliance with Health and Safety, Licensing and other public event legislation • Lead on Counter Terrorism Risk Management/Mitigation strategies, including fixed assets • Political interface with elected Members
	2.	To be an effective member of the Council's Culture Services Management Team and to contribute to service excellence and continuous improvement in relation to event strategy, delivery and wider Culture ambitions of the Council.
	3.	Take a lead role in the creation and development of new 'Events of Scale', meeting the Council's strategic ambitions for the expansion of large scale events

		on the river and in relation to the major redevelopment of its town centre/urban park location.
	4.	To develop effective strategies and safe systems of work which support the Council's Event Strategy and Vision, ensuring best practice, technology advances and central government policies and quality standards.
	5.	Provide specialist advise to the Event Board on event safety matters to help the Council discharge its functions under public event legislation.
	6.	Lead responsibility for the safety programming and delivery of large-scale festivals and events across the Borough, overseeing work with partners to deliver 'City Scale Events' across the Tees Valley.
	7.	Determine Event Safety Policy including the production of an Outdoor Arts and Event Health and Safety Strategy
	8.	Contribute to the wider annual Events Delivery Framework determining technical production, financial and human resource requirements to deliver the programme.
	9.	Identify, develop and maintain Event Spaces/Sites across the Borough, ensuring all necessary safety plans/safeguards are in place
	10.	Actively contribute to the development of key service and regeneration plans, including the development and facilitation events arising from the plans.
	11.	Lead and drive the development of Council's policy and protocols for Counter Terrorism measures, determining semi-permanent/ permanent measures, providing assurance of events staged on Council Land.
	12	Develop working systems/practices to support SBC and non-SBC event organisers with Event Safety, including systems and processes to access council land by third parties.
	13.	To enhance and promote the Councils reputation as an Event Borough locally, regionally, nationally.
	14.	Actively contribute and support the strategic direction of events in Stockton town centres, which contributes to wider economic growth and development priorities and strategies.
	15.	To be responsible for budget management of assigned budgets oversee the financial and contract management arrangements for Events including technical infrastructure, negotiating and letting contracts with suppliers and ensuring effective and timely delivery and that value for money is achieved.
	16.	Lead responsibility for the production of Event Management/Safety Plans, including representation at the Council at Independent Safety Advisory Groups, working collaboratively across partner agencies, including Police, Fire Service, etc
	17.	Lead in actively building successful relationships with commercial partners through joint working and joint planning, to realise the Council's strategic objectives for largescale outdoor events and festivals.
	18.	Contribute to organisational development by supporting and assisting the service group's input to corporate initiatives, including undertaking specific project work to support the Assistant Director and as required.
	19.	Preparation of reports and presentations at the request of the Asst Director and Director.
	20.	Promote strong and effective employee engagement and maintain excellent employee relations.

	21.	To be responsible for the recruitment and personal assessment of all employees for whom the postholder is responsible and ensure career development and training requirements are continually met.	
<p>3. GENERAL</p> <p>Job Evaluation - This job description has been compiled to inform and evaluate the grade using the LGA Evaluation scheme as adopted by Stockton Council.</p> <p>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.</p> <p>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.</p> <p>Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.</p> <p>Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development</p> <p>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.</p> <p>Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.</p> <p>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.</p> <p>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.</p>			
		Name:	Signature:
		Date	
Job Description written by: (Manager)	Tara Connor		January 2023
Job Description agreed by: (Post holder)	

		
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Job Description dated January 2023



PERSON SPECIFICATION


Job Title/Grade	Event Development and Production Manager	SM3
Directorate / Service Area	Culture, Libraries & Events	
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Degree level or equivalent and Member of relevant professional body or equivalent level of knowledge gained through substantial demonstrable direct work experience. Management Qualification	NEBOSH :- National General Certificate in Fire Safety and Risk Management. National General Certificate in Construction Health and Safety. Crowd management, modelling and management qualification	Application form
Experience	Extensive Experience of managing staff and resources Senior level of experience in managing a programme of events, including large scale complex event	Understanding of functional areas within service group Successful track record in local government Quality assurance models Experience of leading/developing Safety Advisory Groups	Application / Interview

	<p>Experience of planning, co-ordinating and supporting external inspections and assessments</p> <p>Experience of initiating, developing and implementing policies and strategies</p> <p>Project planning and management</p> <p>Working with a wide range of people and agencies</p>	<p>Understanding of corporate governance requirements, including Freedom of Information, information security, and risk management.</p> <p>Understanding of political and corporate context</p> <p>Experience in the implementation, development and use of information / IT systems.</p>	
Skills	<p>A knowledge of event management industry</p> <p>Knowledge and application of the following:</p> <ul style="list-style-type: none"> • Business Planning • Event management plans • Health and Safety <p>Well developed influencing and negotiation skills</p> <p>Ability to think widely and solve problems logically</p> <p>Financial Management skills, including negotiating contracts and ensuring value for money</p>		

Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement. Have the ability to think creatively Demonstrates flexibility and resilience	Be innovative in ideas development On-going commitment to Continuous Professional Development and sector networking High Personal standards and self-discipline Strong commitment to public sector	Application / Interview
Other requirements	Current valid driving license, access to a vehicle with appropriate insurance		

Person Specification dated January 2023

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE:	SERVICE AREA:
JOB TITLE: Event Development and Production Manager	
GRADE: SM3	
JOB LOCATION / BUILDING: Municipal Building	
REPORTING TO: Asst Director Culture, Libraries and Events	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		n
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		n
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		n

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.	y	
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> o Work which removes, repairs, or disturbs asbestos o Ancillary work (work associated with the main work of repair, including maintenance work on equipment) o Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		n

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		n
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		n
Working at Heights - Safety Critical: Employee will be required to work at a height .		n
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		n

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.	y	
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		n
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		n
Lone Working (including Home Working): Employee will be required to work alone.	y	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) DSE Training and assessment should be completed on commencement – arranged by manager	y	
Any Other: Please identify any other known risks associated with this job role.		

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: 18.1.23

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk