EURO 28 – Host City – Operations Manager

Reports to: Host City Lead
Direct reports: Staff as allocated

Evaluation: 635 Points
Grade: **N10**
Reference: A5655

Purpose

To draw together a collaborative multi-disciplinary team to project manage and deliver operational arrangements for Host City Delivery of EURO 28 supporting the council's political priorities and ambitious reputation as an Event City.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To work closely with the Host City Lead on the production of the EURO 28 Host City Concept with particular attention to C3 (Command, Control and Communication) security arrangements, Mobility, and Last KM / City Centre operations.

2. To lead on UEFA requirements for rights protection and work alongside the City Council's regulatory services team to formulate strategies and plans in this area

3. To lead on the tender process for the Fan Zone and Fan Meeting points operational and delivery organisation and to manage all aspects of the contract.

4. To lead and Chair any relevant operational sub groups and to deputise for the Host City Lead in Chairing the City Operations Group if necessary.

5. To develop and support the strategic direction of delivery of all aspects of Host City statues for EURO 28, which contributes to wider economic growth and development priorities and strategies.

6. To manage the procurement of good and services, including the management and monitoring of contracts to ensure vendor performance.

7. To manage budgets assigned to Operational aspects of EURO 28 Host City delivery and contract management arrangements for associated events in line with financial regulations.

8. To develop, build and maintain relationships with relevant external partners and stakeholders to realise the objectives of the EURO 28 Host City Concept.

9. To coordinate 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 for all temporary event sites included in the EURO 28 Host City Concept.

10. To be responsible for the management, supervision, motivation and development of staff in line with council policies and procedures

11. To identify, develop and maintain Event Spaces/Sites across Newcastle, ensuring all necessary health and safety plans/safeguards are in place for those related to EURO 28 delivery.

12. To take lead responsibility for all regulatory and safety on site matters during EURO 28 Host City events produced by Newcastle City Council including statutory enforcement on event sites. This includes but is not limited to ensuring all concessions and traders on events sites adhere to contracted terms and conditions of trading and having authority to remove them following a serious breach. Have the authority to implement 'show stop' procedures if at any time

proceeding with an event puts the public, performers and event staff at serious risk to their safety.

13. Lead on the development of counter terrorism measures at EURO 28 events alongside Police and Security services supporting the EURO 28 events.

14. To support the post-event analysis using feedback and data driven evidence to provide recommendations for future events.

15. To be responsible for promoting the city, locally, regionally and nationally, as an Events City, open for business ensuring all communications reflect diversity, accessibility, and equal opportunity.

16. To promote and implement our Equality policy in all aspects of your employment.

17. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.