

JOB DESCRIPTION

Markets Officer

Service area:	Regeneration
Reports to:	Head of Regeneration (delegated responsibility to Principal Regeneration Officer (Economic Development))
Responsible for:	N/A
Location:	Leek (Primary Location)
Work flexibly between various locations:	Frequent
Grade:	AG6
Salary range:	Spinal Column Points 25-29
Car driver:	Yes
Essential/casual:	Casual

JOB PURPOSE

The postholder will be responsible for the day-to-day management of Staffordshire Moorlands District Council's indoor and outdoor markets in Leek and Cheadle.

Developing and maintaining effective relationships with market traders, local businesses, local communities and other stakeholders the role will focus on delivering a high quality service to the shopping public and the market stall holders.

Driving marketing and promotional activity, curating new events and activities will lead to increased footfall into the town centre and further enhance our culturally significant markets.

JOB DUTIES

- Undertake the overall supervision, operations and promotion of retail markets operated by Staffordshire Moorlands District Council in support of delivering high quality services to the community.
- Maintain regular face-to-face contact with traders and be the Council interface with market customers.
- To be responsible for the management and maintenance of market databases, payment records and other information required for the effective management of market functions.

- To support the development and implementation of market strategies and marketing campaigns.
- To provide corporate reports and budget information when required
- To work across both locations to ensure organisational and public service outcomes are maximised – predominantly based at the market during market operating days (currently Wednesday, Friday and Saturday for Leek) as well as weekend or out of hours working subject to event bookings. Office / agile working is available outside this.
- To lead on development and communication of market services, recruitment of traders and managing an annual market events calendar, including specialist markets and some evening events.
- Assist with the booking of events held by third party organisations on Council markets
- Brief the regeneration team and service manager regularly on the progress of the market projects/ initiatives.
- To carry out health and safety compliance assessment and monitoring checks as appropriate including, the completion and monitoring of operational and fire safety risk assessments and fire log-book checks for Staffordshire Moorlands District Council markets.
- Collaborate and cultivate strong relationships with strategic partners, businesses, traders, and communities to support market and town centre development and deliver thriving town centres across the Staffordshire Moorlands area.
- Be flexible and accommodative to work across relevant disciplines and work collaboratively with team members as well as other teams to ensure effective delivery of regeneration projects.
- To carry out other such duties which the Head of Regeneration/Principal Officer may from time to time require to maintain the efficient and effective running of the services provided.

CORPORATE RESPONSIBILITIES

- Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.
- Promote, both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated.
- Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.
- Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.
- Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- Promote and comply with both Council's policies and guidelines on Information

Governance and the Data Protection Act.

- Consistently exhibit the behaviours required under the Alliance CHOICE values and code of conduct.
- Be committed to safeguarding and promoting the welfare of children and young people and vulnerable adults.
- Carry out election duties as required.

JOB REQUIREMENTS

Transport Requirements	Driving required for travel to Alliance locations
Working Patterns	Hours of work as agreed with the line manager. Some out of hours work may be required
Working Conditions	Office/ Market based- Agile working (with travel to Alliance office locations as required)
Resources Staff/Finance	N/A
Physical	Working to planned priorities
DBS	No