



Job Description



Post: Town Centre Manager

Post Number: CTCM1

Department: Chief Executives

Grade: SCP 39-41

Responsible to: Economic Development Manager

Responsible for: Events Team (2x Events and Promotions Officers)



Purpose of the Post: To make St. Helens town centre a more economically vibrant and attractive place.



Duties and Responsibilities:

1. To work with partners to create a town centre where shopping, working, living and doing business are positive experiences.
2. To establish and maintain a successful partnership with all major town centre stakeholders, businesses, business associations and other agencies.
3. To establish and support meetings and operations of town centre forums.
4. To proactively raise the profile and enhance the image of St. Helens town centre.
5. To co-ordinate and maximise the input of Council Departments to town centre activities, and serve as an effective 2 way conduit between the private sector, public sector, third sector and the Council.
6. To play a lead co-ordinating role with regard to the safety and security of the town centre, by liaising with Merseyside Police, private sector groups, and other relevant safety partnerships.
7. To act as an ambassador for St. Helens town centre.
8. To design and manage the delivery of the Town Centre events programme that boosts visitor footfall and enhances the level of income generation and employment.
9. To manage the Borough's Christmas Lighting programme, liaising with appropriate services and managing external contracts.
10. To promote and develop St. Helens Town Hall as an events venue.





11. To develop and implement appropriate communications plans that support the successful delivery of the Council's events programme including web sites and social media.
12. To co-ordinate the Borough's Events Planning Group and the Tourism and Leisure Business Network.
13. To manage the events planning and provide advisory services to all Council services and to partner bodies.
14. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
15. To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.
16. To communicate Health and Safety Policy, procedures and guidelines to all employees and contractors under management / supervision of the postholder. To monitor compliance with the policy, procedures and guidelines keeping appropriate records.
17. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
18. To be responsible for the implementation of the Council's Human Resources policies and procedures including employee relations and training within the supervisory responsibilities of the post.
19. To comply with the Council's Data Protection Policy and Code of Practice within the service area of the post.



This post is not subject to Disclosure.



This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.



Date Prepared: April 2015

