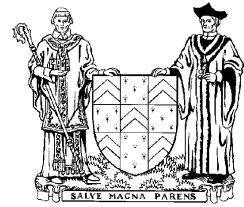


# Lichfield City Council

City Council Offices, Donegal House, Bore Street, Lichfield, WS13 6LU

Town Clerk: Christopher Moulton



Switchboard: (01543) 250011  
Fax: (01543) 258441  
Email: [vacancies@lichfield.gov.uk](mailto:vacancies@lichfield.gov.uk)

Your Ref:

April/May 2016

Our Ref:

Dear Sir/Madam

## Assistant Markets Officer (Part-time)

Thank you for the interest in the above post.

If this letter is coming to you as a paper copy, an application form is enclosed. Please complete this using black ink and return it by hand or by post in an envelope marked "PRIVATE AND CONFIDENTIAL - APPLICATION" to: Christopher Moulton, Town Clerk, Lichfield City Council, Donegal House, Bore Street, Lichfield, WS13 6LU.

Alternatively, please download an application form from our website [www.lichfield.gov.uk](http://www.lichfield.gov.uk). If you use the 'Word' version of the application form, complete this, then save it as "[your last name]+[your first name]+AMO", and email it as an attachment to [vacancies@lichfield.gov.uk](mailto:vacancies@lichfield.gov.uk)

The closing date for receipt of applications is **5pm on 10 May 2016**.

Unfortunately, due to the large number of application forms we receive it is not possible to acknowledge each one. If you have not been contacted within 4 weeks of the closing date you should consider your application to be unsuccessful. If you require confirmation of receipt of your application form, please enclose a stamped addressed envelope. Applications submitted by email will receive an automatic acknowledgment of receipt.

The following pages contain some general information about the post, together with a Job Description and Person Specification.

Yours faithfully

Christopher Moulton  
Town Clerk

## **Assistant Markets Officer**

### **General information**

Lichfield is an historic and thriving city with a population of over 32,000 and acts as a retail centre for the surrounding area. Markets have been held on the Market Square since the middle ages, and the City Council considers the continued operation of a successful market to be an essential part of the city's commercial viability, and an important factor in its appeal to visitors.

The Council's objectives in running the markets are:

- To generate income which can help fund other services
- To provide well-run high-quality markets
- To maintain the ancient traditions of markets and fairs
- To encourage use of the Square for community and cultural events.

Markets are presently held as follows:

Tuesday (weekly)	-	General Market
Friday (weekly)	-	General Market
Saturday (weekly)	-	General Market
1 <sup>st</sup> Thursday of the month	-	Farmers' market

The City Council's Markets Officer (Rachel Clive) is the manager for all the markets, and is the line-manager for the Assistant Markets Officer posts. The advertised post is a new post arising from some internal re-organisation of hours and duties. There is one existing Assistant Markets Officer, whose post will continue, and so with the new post there will be two Assistant Markets Officers. The role of these posts is to assist the Markets Officer in her duties, including maintenance of computer records, collection of rents and banking of monies.

The advertised post mainly involves duties in connection with the Saturday Market, with normal hours from 7.30am to 1.00pm on Saturdays. On occasions the post-holder will be required to cover market duties on other market days as required, so a flexible approach is desirable.

Please note that the post-holder will normally be working on their own on any given market day.

## **JOB DESCRIPTION**

- Post Title:** Assistant Markets Officer
- Salary Grade:** Scale 4, spinal column point 18 (currently £9.18 per hour). Subject to satisfactory service, this rises by three annual increments to point 21 (currently £10.23 per hour).
- Hours:** 5½ hours per week – mainly Saturdays.
- Car Allowance:** If the employee uses their own vehicle on Council business mileage will be paid at casual car user rates. This excludes travel to and from work.
- Telephone:** A shared prepaid mobile phone will be supplied to the Assistant Markets Officer, and the cost of calls made in connection with Council business will be paid by the Council.
- Holidays:** In accordance with the current national conditions of service, namely 26 days paid leave per annum (30 days after five years' service), plus public holidays. The holiday year runs from 1 April to 31 March. Leave entitlement is pro rata to full-time, i.e. 5½/37 of full-time allowance. New entrants are entitled to annual leave proportionate to the completed months of service during the leave year of entry and thereafter on the normal scale
- Line Manager:** The Markets Officer.
- Probationary Period:** All new employees will be subject to a six month probationary period which will involve regular discussions on progress.
- Superannuation:** Employees age 16 or over and under 65 are automatically included in the Local Government Pension Scheme unless they opt out.  
  
Full details of the Local Government Pension Scheme will be made available to the successful applicant.

## **Assistant Markets Officer (Part-time)**

### **Main Purpose of Post**

To assist in administration of the operation of the Markets.

### **Main duties**

1. Oversee traders setting up of stalls and allocate stalls as necessary to casual traders.
2. To check market square, traders toilets and stalls for defects, complete Health and Safety inspection round for submission to the Markets Officer.
3. Ensure traders comply with vehicle loading/unloading requirements.
4. Complete stall register, collect rents, prepare and issue receipts, complete banking records and bank money received. Banking record to be forwarded to the Markets Officer.
5. Complete computer records of market rents and attendance register (excel spreadsheet)
6. Attend such meetings of the traders' liaison committee as may be called from time to time.
7. Issue licences to traders as required, and check traders' insurance certificates.
8. Ensure that traders comply with the Traders' Code of Conduct as laid down the by City Council.
9. On occasions (as instructed) return to market for later afternoon to supervise traders' departure from the Market Square, with particular regard to cleanliness of the Square and toilet block, and to ensure that all equipment is safely stored, toilets locked, etc.
10. Liaise with Markets Officer on market operation.

### **Other Duties**

The post-holder may be required to undertake such other duties and training and/or hours of work as may be reasonably required to be consistent with their general level of responsibility. On occasions this will include cover on the Council's other market days. Any additional hours which the employee is required to work above the normal 5½ hours per week will be paid at the normal hourly rate.

The Council reserves the right to vary the content of the job description, after consultation, to reflect changes to the job without changing the general character of the post or level of responsibility

## PERSON SPECIFICATION

### Post – Assistant Markets Officer

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Experience</b>	Minimum of two years' experience in a post requiring organisational, administrative and supervisory duties	Experience and training in customer relations and supervisory management.  Experience of cash-handling and record keeping	Application Form Interview References
<b>Qualifications</b>	Good general level of education	5 GCSEs (or equivalent)	Certificates
<b>Particular Skills and Abilities</b>	Assertive, but not aggressive. Ability to diffuse potential conflict situations  Numeratorate  Good computer skills (entering data onto spreadsheets)  Good communication skills  Ability to keep accurate written and computerised records  Experience of working without direct supervision	Interest and experience of Markets.  Interest in developing the market to offer a high standard market to shoppers and traders.	Application Form Interview References
<b>Other Factors</b>	Reliability  Ability to work to deadlines and under pressure  Flexibility to cover other market days if required		Application Form Interview References