

Markets Officer (Part-time)

General information

Lichfield is an historic and thriving cathedral 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 City Council is the 'parish' authority for the City. It has an annual budgeted expenditure of around £1,000,000 and employs a total of 30 staff (full-time and part-time).

The post-holder will be based in the City Council Offices at Donegal House, Bore St, Lichfield, but the duties of the post involve a considerable amount of outdoor working on the Market Square and in the city centre.

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.

General Markets are presently held on Tuesdays, Friday and Saturdays and would be the postholder's main area of responsibility.

A Producers' Market is also held on the first Sunday of the month, and a Vegan Market several times per year – these Markets are organised and managed by external companies, though the postholder will be expected to act as liaison between the City council and the external companies as appropriate.

The role of the postholder is to provide an efficient Markets service; ensuring that the code of conduct, licence conditions and operating procedures are adhered to at all times. These include the accurate maintenance of computer records, collection of rents, markets promotion, liaison with traders and members of the public, and all other duties connected with the operation and promotion of successful markets in the City.

The City Council is willing to consider this role as a job share opportunity, and therefore welcomes applications from those who would wish to work the full 24 hour week provided by this post, or those who would prefer to job share based on two postholders working an average 12 hour week.

Job Title: **Markets Officer: 24 hours per week (one post)**
or
Job Share: 2 posts, each being 12 hours/week

Salary Grade: The post is graded at Spinal Column Points 7 – 11. If one applicant is appointed to the 24-hour role, salary would commence at point 7 £22,369 per annum full time equivalent (**approx. £14,539 pro-rata**). Subject to satisfactory service, this rises by annual increments to point 11, £24,054 per annum full time equivalent (**approx. £15,635 pro-rata**). (£11.63 – £12.50/hour approx).
In the event that two postholders are appointed to job share, the salary would be halved for each post holder. Variations on this split can be discussed. A 2023/24 pay award is pending.

Hours: **24** hours per week, across varying days, mainly the market days of Tuesday, Friday and Saturday. The successful applicant/s will be expected to commence work at around 7.30am on the three market days. If the vacancy is filled on a 'job share' basis, the post holders will be expected to mutually agree work patterns, cover holiday etc. Other City Council staff can also provide some holiday cover.

Car Allowance: If the employee/s use 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, and the cost of calls made in connection with Council business will be paid by the Council.

Holidays: 26 days paid leave per annum (30 days after five years' service), plus public holidays. Leave entitlement is pro rata to full-time. The holiday year runs from 1 April to 31 March. 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: Deputy Town Clerk

Probationary Period: All new employees will be subject to a probationary period of not less than six months which will involve regular discussions on progress.

The post is pensionable through the Staffordshire County Council fund, further details and options will be made available to the successful applicant.

Market Officer (part time)

To be appointed as *either*:

- **1 post – 24 hours/week**
- **2 post job share – 12 hours/week each postholder**

Main Purpose of Post

To undertake the operation of the Markets in Lichfield.

Main duties

1. Oversee traders setting up of stalls and allocate pitches as necessary to casual traders.
2. Monitor the weather forecast in line with the council's severe weather policy and take appropriate action.
3. Complete stall register, collect rents via mobile card machine, issue receipts, control market stock items, complete banking records. Banking records to be forwarded to the Accounts Officer.
4. Monitor hygiene standards of all food traders and report concerns to the District Council's Food Safety officers.
5. Arrange relocated markets in close liaison with officers from Lichfield District Council (for Street Trading Policy implications) and other agencies, businesses and public sector organisations as necessary.
6. Ensure that traders comply with the Traders' Code of Conduct as laid down the by City Council.
7. Prepare reports of market activity; and research and bring forward suggestions to improve the service and continue to help maintain the viability and vitality of the markets, to include regular posts on the City Council's Market related social media outlets and the active promotion of initiatives such as 'Love Your Local Market'.
8. To check market square, traders toilets and stalls for defects, complete Health and Safety inspection round.
9. Ensure traders comply with vehicle loading/unloading requirements.
10. Complete computer records of market rents and attendance register (excel spreadsheet).

11. Carry out accurate and timely inputting of appropriate data to Sage accounts (or similar programme as the Council may utilise).
12. Prepare reports for and attend traders' liaison and Market Working Group meetings as may be called from time to time.
13. Issue licences to traders as required, and check traders' insurance certificates; Liaise with the District Council regarding the appropriate issuing of Street Trading licences and special events on the Market Square.
14. On occasions (as necessary) return to market in the 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.
15. Provide regular written officer information reports, notably the periodic information reports submitted to Council, to the Deputy Town Clerk/Town Clerk or other officer as required.
16. Oversee bookings of Minster Pool Walk in line with the Council's adopted plan.
17. Closely liaise with other Markets colleagues and organisations such as NABMA 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 holiday/sickness cover, and Officers are expected to work closely together to ensure that cover is maintained. Any additional hours which the employee is required to work above the normal 24 hours per week can be taken as time off in lieu; by agreement with the Town Clerk, in some circumstances such hours 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: Markets Officer (Part-time)

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience	Minimum of two years' experience in a post requiring organisational and administrative duties	Experience and training in customer relations and supervisory management. Experience of cash-handling and record keeping	Application Form Interview References
Qualifications	Good general level of education	Diploma in Markets Administration 5 GCSEs (or equivalent)	Certificates
Particular Skills and Abilities	Assertive, but not aggressive. Ability to diffuse potential conflict situations Numerate Good computer skills (entering data onto spreadsheets) Excellent communication and negotiation 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. Experience of SAGE Accounts software	Application Form Interview References
Other Factors	Reliability Ability to work to deadlines and under pressure Flexibility		Application Form Interview References