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## **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 £900,000 and employs a total of 32 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.

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 has two identical Market Officer posts, both part-time. The role of these posts 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 and banking of monies, markets promotion, liaison with traders and members of the public, and all other duties connected with the operation of successful markets in the City. The Market Square and Minster Pool Walk are also hired on an ad-hoc basis and Market officers are responsible for organising, overseeing and carrying out the administrative duties associated with such bookings.

It is envisaged that the individual work patterns of both posts will be agreed between the post holders with regard to the requirements of the service to ensure that all markets days are staffed. The two Market Officers will be expected to work in close co-operation to achieve this, and to provide cover for each other during periods of holiday leave, therefore a flexible approach is required.

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

## JOB DESCRIPTION

- Post Title:** Markets Officer (Part-time) (two posts)
- Salary Grade:** Scale 4/5, spinal column point 18 (£18,870 per annum **pro-rata**). Subject to satisfactory service, this rises by annual increments to point 25 (£23,111 per annum **pro-rata**). Pro rata rate approx. £10,170 - £12,450.
- Hours:** 20 hours per week, across varying days.
- 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 Markets Officers, 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. 20/37 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:** Deputy Town Clerk.
- 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 applicants.

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

### **Main Purpose of Post**

To undertake the operation of the Markets in Lichfield.

### **Main duties**

1. Oversee traders setting up of stalls and allocate stalls as necessary to casual traders.
2. Complete stall register, collect rents, prepare and issue receipts, control market stock items, complete banking records and bank money received. Banking records to be forwarded to the Accounts Officer.
3. 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
4. Ensure that traders comply with the Traders' Code of Conduct as laid down the by City Council.
5. 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.
6. To check market square, traders toilets and stalls for defects, complete Health and Safety inspection round.
7. Ensure traders comply with vehicle loading/unloading requirements.
8. Complete computer records of market rents and attendance register (excel spreadsheet)
9. Attend traders' liaison meetings as may be called from time to time.
10. Issue licences to traders as required, and check traders' insurance certificates.
11. On occasions (as necessary) 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.
12. Provide regular weekly written information reports to the Town Clerk.
13. Closely liaise with other Markets colleagues 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 for other Markets Officers, 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 20 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: Markets Officer (Part-time) (two posts)

	<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	Diploma in Markets Administration  5 GCSEs (or equivalent)	Certificates
<b>Particular Skills and Abilities</b>	Assertive, but not aggressive. Ability to diffuse potential conflict situations  Nurate  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.	Application Form  Interview  References
<b>Other Factors</b>	Reliability  Ability to work to deadlines and under pressure  Flexibility to cover other market days during any holiday leave		Application Form  Interview  References