



Wells City Council

Job Description

Job Title: Market Supervisor

Grade: SCP 18-23 £31,364 pro rata (pay award pending)

Permanent, 25 hours a week with the possibility for future increase

Job Purpose

To work with the wider team to manage and develop income generating markets and events within Wells city marketplace as well as the wider public estate. Being responsible for the day to day management of the market provision.

Principal duties and responsibilities:

1. Working commercially, strategically and innovatively across the Council, in line with the council's corporate priorities to provide high level services to stakeholders in consultation with the wider management team.
2. To actively manage and develop the twice weekly market in Wells ensuring its continued vitality and relevance to the city, it's residents and tourists.
3. To ensure that all compliance, policies and procedures are adhered to and all health and safety obligations are met, including chapter eight, road closure management, food hygiene, public liability and licensing requirements in line with relevant legislation.
4. Supervise, operationally manage and monitor the build and breakdown of the twice weekly market, trader planning and engagement, ensuring all administration tasks are completed to a high standard, including those of weekly/monthly performance reports and profit and loss accounts for the market.
5. To build and develop associated policy and procedure to support the needs of the service.
6. To monitor and ensure that all income from the service is received in a timely fashion in line with council policy and procedure.

7. To communicate effectively with all stakeholders, specifically working with market traders to develop the offering for the future.
8. To visit other local markets and work with NABMA to look at performance benchmarking and where possible find areas of best practice to improve the function of wells market.
9. To look at developing an events portfolio for the recreation ground in Wells and the wider council estate, alongside other key strategic partners of the council.
10. Working with the Open Spaces Officer to ensure that all of the compliance elements that are required for events are adhered to.
11. To actively market and promote the services via a range of channels to increase visibility
12. To deal with issues, enquiries and complaints relating to the market and events and escalate them as necessary via your line management structure.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by the Open Spaces Officer or the Town Clerk, the responsibility level of any other duties should not exceed those outlined above.

All staff are expected to maintain high standards of customer care in the context of the City Council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary for their post.

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Wells City Council's standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered, and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council's obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.