

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:	Executive Director's Department
Division:	Communications, Cultural and Civic Services
Post No & Job Title:	C4 – Civic and Cultural Services Officer
Grade:	Grade 8
Responsible to:	C5 – Communications, Cultural and Civic Services Manager
Main purpose of the job:	To manage the Civic Office and relationships with a wide range of stakeholders. To create, plan and manage civic / cultural services events in accordance with appropriate legal procedures and protocols.

Main Duties and Responsibilities:

1. Manage the Civic Office, adhering to legal procedures and best practice from the National Association of Civic Officers. Ensure these standards are maintained by other Officers, the Mayor and Deputy Mayor to avoid reputational risk to the Council through the use of influencing skills and preparation of appropriate guidance documents.
2. Develop and manage the work programme of the Communications and Civic Assistant, ensuring that project deadlines are achieved, events are delivered and support is provided to the Communications, Culture and Civic Team.
3. Oversee management of the Civic Diary and all arrangements for Mayoral engagements.
4. Co-ordinate all publicity material for the Mayor and Civic Office and lead on the development of the Mayoral role as a stakeholder engagement tool.
5. Prepare briefings for the Mayor, Deputy Mayor and other dignitaries, ensuring that individual and often complex needs are considered, as well as taking political and reputational issues into account.

Event Management

6. Organise and manage high profile public events including Remembrance parades and other outdoor events. Ensure appropriate security protocols, procedures and legislation are adhered to and liaise with partners, Members, the Mayor and other stakeholders.
7. Produce risk assessments and event management plans to ensure security recommendations are adhered to in conjunction with partner agencies, including the Police and Highways Authority,
8. Plan and manage an annual civic events programme and design new events in

accordance with the latest event management practices. Take responsibility for the proper display, storage and maintenance of civic memorabilia and regalia, ensuring that historical information is preserved appropriately. Manage emergency planning initiatives in response to high profile members of state.

9. Support the Cultural Services Team to deliver the events programme to manage arts and events development projects including infrastructure, health and safety, community groups, artist liaison and act as Assistant Event Manager, Infrastructure Manager or Stage Manager at public events organised by the Council.

Contacts

10. Work with the Mayor and Deputy Mayor on a regular basis providing advice and guidance.
11. Engage with, build relationships with and provide advice and guidance on civic protocols to a wide range of stakeholders including senior military personnel, the Lord Lieutenant, MPs, Leaders, and other dignitaries and partners.
12. Liaise and negotiate with stakeholders to manage conflicting priorities and deadlines for projects and high profile events such as Remembrance, ensuring best value for residents and managing reputational risk.
13. Liaise, commission and negotiate with a range of external suppliers for chauffeuring services, flowers, venues, design, print, photography etc.
14. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

Duties may include attendance at evening meetings and/or work outside normal office hours.

Although the broad aspects of the flexi-time scheme do apply to this post, the job will entail hours of work, as directed or required, in excess of those quoted and beyond the normal hours or days of work. Salary is inclusive of this arrangement.

The post is specified as part-time with variable hours of work. The salary is fully inclusive and is based on 21.5 hours per week which includes evening, weekend, unsociable and flexible hours.

RESTRICTIONS

This is a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of C4 – Civic and Cultural Services Officer but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the

Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.