

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:	Executive Director
Division:	Communications, Cultural and Civic Services
Post No & Job Title:	TMPCPO - Temporary CCity Project Officer
Grade:	Grade 6
Responsible to:	Communications, Cultural and Civic Services Manager
Main purpose of the job:	Manage all aspects of the CCity conference, including the planning, budgeting, execution and post-event evaluation. Support delivery of other CCity project related activities

Main Duties and Responsibilities:

1. Design the CCity conference to meet the objectives of the CCity project and ensure a high-quality event for all delegates.
2. Manage the conference within agreed budgets.
3. Organise all arrangements for the conference, including planning the itinerary, carrying out risk assessments and booking venues, travel, activities, accommodation, catering and other event related logistics within set deadlines.
4. Act as Event Manager for the conference, attending the events and resolving issues to ensure the enjoyment of all participating countries.
5. Develop a project plan, allocating work packages to others involved in the conference, encouraging and influencing participation. Provide regular progress monitoring information.
6. Liaise and negotiate with suppliers to ensure best value for the Council.
7. Collaborate and negotiate with stakeholders to encourage participation and manage project related events.
8. Produce marketing and promotional materials as required.
9. Collect feedback and analyse event outcomes.
10. Support other CCity related projects as required.

11. Attend meetings and events as required out of normal office hours

OTHER DUTIES

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

This post does not carry designated car user status.

SPECIAL CONDITIONS

Evenings and weekend work will be required from time to time to address the support service and project delivery.

RESTRICTIONS

This is not 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 Temporary CCity Projects 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.