

# JOB SUMMARY SHEET – Environment Services

<b>DIRECTORATE</b>	Economy and Infrastructure
<b>SERVICE AREA</b>	Environment Services
<b>SECTION</b>	Business Support Unit
<b>GRADE</b>	Grade 9
<b>DIRECTORATE/SERVICE DESCRIPTION</b> The services provided within the Economy and Infrastructure Directorate are Public Protection, Operational Services, Venue Management, Development and Master Planning, Culture and Tourism, Housing Growth and Regeneration, Housing Services, Major Projects, Corporate Landlord and Capital and Business and Skills.	
<b>SECTION DESCRIPTION</b> The Venue Management Section provides high quality services to customers in approximately 400 locations across our business portfolio. This includes the provision of a catering service to 167 schools and other commercial premises along with specialist caretaking and cleaning services. Also included are public venues such as town halls and community venues and bereavement services.  There are 3 main departments within the service that are supported by the business support unit: <ul style="list-style-type: none"> <li>• Catering</li> <li>• Caretaking and Cleaning Services</li> <li>• Venues</li> </ul>	
<b>JOB SUMMARY</b> You will be responsible for managing the Business Support Team that ensure the provision of a range of high quality services within Venues Management.  You will be primarily based in one location but may have to travel to attend meetings etc. You will get support and line management from the Contract & Systems Manager.  <b>Main duties:</b> <ul style="list-style-type: none"> <li>• Management of a team(s)</li> <li>• Management of work flow within service</li> <li>• Dealing with complex problems and queries</li> <li>• Analysis and production of management information</li> <li>• Provision of specialist technical administrative support and advice</li> <li>• Accountable for expenditure from an agreed budget or accounting for cash, cheques, invoices etc .</li> <li>• Design, develop, implement and monitor efficient and effective business support processes and systems</li> <li>• Undertake specific projects and research</li> <li>• Information and record management as directed</li> <li>• Procurement, stock and asset management</li> <li>• Lead and co-ordinate for building related issues</li> <li>• Liaison across Directorates and external agencies as appropriate</li> </ul>	

**CONTACTS:**

- Other Council staff and managers
- Other Local Authorities
- Members of the public