

Assistant Market Manager – Grade 12

Job purpose

There are a number of major and smaller markets within the Kirklees District, including farmers markets and a range of themed markets and events. The Markets are operated over 362 days per year.

You will manage the operational function of the service which includes health and safety, premises management, rent collection, stall erection and day to day liaison with traders. You will be responsible for allocation and management of market staff to ensure that the needs of the service and of the traders are met. You will need to be an organised and enthusiastic person who will co-ordinate and manage a wide range of operational duties and staff ensuring the highest levels of customer service are experienced by our traders and service users.

You will be required to work with a range of people including Councillors, markets traders and associated businesses. You will be required to have a working knowledge of event management and procedures.

You will be responsible for the management and development of staff within the team. You will ensure that performance management, recruitment and selection, attendance management and disciplinary and grievance issues are dealt with consistently across the Service and in accordance with Council policies and procedures.

You will be responsible for the collection of rental monies at all Kirklees markets and you will be required to work within the Council's financial procedures.

You will be a member of the Service Senior Management Team. As a member of the Service Senior Management Team you will work with other senior managers as appropriate driving forward a programme of continuous improvement in support of the Head of Service and you will positively contribute towards the Council and Service core values and strategies.

As part of your role you will be required to travel to various locations across the district. You will be required to work flexibly to meet service requirements.

This role is based within [Environment and Climate Change](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- Buildings and premises are effectively and efficiently managed in line with Service standards.
- Lettings are increased, and voids minimised because of improved customer service standards.
- The markets remain vibrant and a successful part of the Council's services to the community.

- Staff are supported and valued through effective supervision and performance management. The career development of staff is encouraged, and they are provided with appropriate opportunities to develop their competence, capacity and broaden their experience.
- Effective and efficient communication is ensured.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Experience of premises management over several locations.	Essential
Monitors, maintains, and improves assets, facilities, and environments.	Essential
Assist in commissioning, procuring, and monitoring goods and/or services	Essential
Experience of authorising and co-ordinating the use of financial resources.	Essential
Significant experience of co-ordinating, managing rotas and delegation of staff.	Essential
Experience of carrying out risk assessments and managing risk registers.	Essential
Knowledge of the markets industry and issues involving the development of what the market's offer and support given to traders.	Essential
Ability to manage large groups of casual staff and contractors.	Essential
Knowledge of tenancies, leases and licences with traders and their associations/representatives.	Essential
Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence, and it is expected that you will either use a council vehicle or your own car.	Essential

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Willingness to work flexibly and at weekends.	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hours

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category	Cultural Services	Grading ID	16340
Job ID	80102969	Last Updated	November 2020
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	Other	DBS Type	Enhanced & Barred
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	Yes
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		