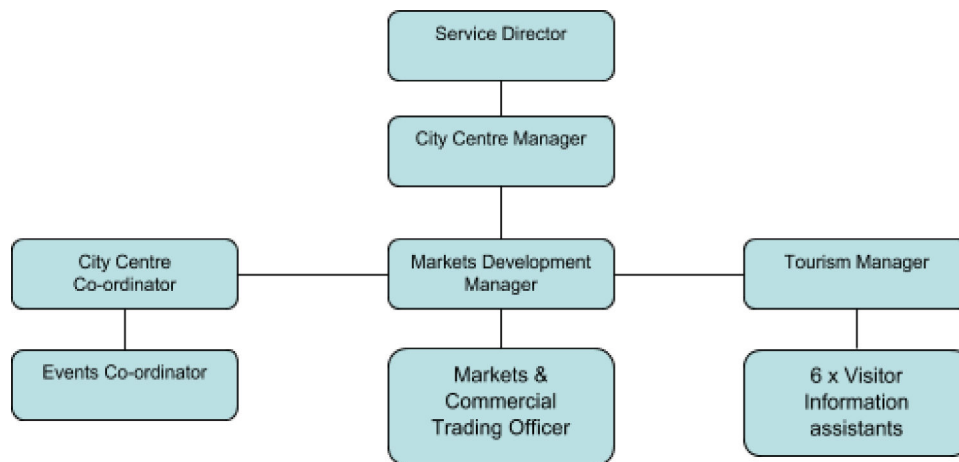


Job Description

Department: Growth & Regeneration
Division/Section: Environment & Economy
Job Title: City Centre Manager
Post No: 011256
Grade: 13
Reports to: Service Director – Environment & Economy

Organisation Chart:

Show immediate manager and any jobs reporting to this post.



Does the post involve working in regulated or controlled activity with children or vulnerable adults?

Regulated Controlled Neither

CRB Check applicable?

Standard Enhanced None

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes No

Line Management responsibility for:

No. of direct reports: 3
 No. of indirect reports: 8

Size of budget:

£1.1m (accountable)

Job Purpose: The City Centre Manager will;

- Lead the strategic development and operational management of the City Centre
- To explore a city BID
- Have responsibility to maintain and improve the quality and vitality of Peterborough City Centre for all users. This will be achieved by acting as co-ordinator and catalyst between key stakeholders and service providers from both the public and private sectors
- To ensure the economic growth and development of Peterborough by working with all sectors of the business community predominantly within the City Centre.

Main Duties and Responsibilities:

Management Organisation

Prepare, deliver and monitor a City Centre Business Plan with key stakeholders of the city that drives footfall, economic spend and investment for those that live, work and visit Peterborough.

Partnership Development

1. To manage the co-ordination of the city centre in partnership with relevant Council officers where appropriate and according to agreed protocol, through consultation with stakeholders and providing advice to the Council.
2. To ensure effective the presentation of the city, including implementing improvements to signage, banners and priority street cleaning initiatives, by working proactively with relevant partners.
3. Liaise between all bodies that are presently, or may be in the future, connected to the development and management of Peterborough city centre.
4. Monitor standards and areas where service standards and operations can be changed or improved.
5. To represent Peterborough City Centre at all appropriate external meetings with stakeholders.
6. Liaise with, and report to, other organisations and bodies responsible for the marketing of the city and event organisation.
7. Develop and deliver an annual calendar of events.
8. Strategically manage Peterborough City Market.
9. To establish and monitor a set of key performance indicators and providing regular updates to the key stakeholders.

Funding

1. To develop a viable financial plan for the business.
2. To investigate and secure new and profitable income generating services.
3. To identify and act as lead applicant for any grant supported capital projects linked to the city centre.

Other

To carry out any other duties required which are consistent with those listed above and appropriate to the title and grade of the post.

Generic Responsibilities: To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the

employer.

The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

Flexibility Clause: Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

DATE: 22 October 2018

COMPLETED BY: Annette Joyce