

## WOLVERHAMPTON CITY COUNCIL

### JOB DESCRIPTION

<u>Post Designation:</u>	<b>EVENT COORDINATOR</b>
<u>Directorate:</u>	City Environment
<u>Service Group:</u>	Highway Network Management
<u>Division:</u>	City Transportation
<u>Responsible to:</u>	Service Manager
<u>Salary Grade:</u>	Grade 6

#### Job Purpose and Role

To support the management and assessment of public events through the Safety Advisory Committee and to manage the traffic management and highway safety aspects associated with public events. This will involve liaison with the event organiser, traffic management company and events team to ensure they understand and comply with the legislation, procedures and technical specifications, as well as processing Section 16 applications for events on the highway.

#### Principal Duties and Responsibilities

1. To effectively support the management and assessment of public events through the Safety Advisory Committee and to manage the traffic management and highway safety aspects associated with public events.
2. To process Section 16 applications to DfT for events on the highway requiring road closures and ensure notification is provided to key stakeholders, impacted businesses, bus companies etc. in line with legislation.
3. To assess the impact of any events on the highway and impose appropriate conditions to minimise disruption to traffic networks and any foreseeable inconvenience which could be caused to road users and local areas.
4. Providing support to and deputising for the Professional Lead as and when required.
5. Under the general direction of the Service Manager to assume responsibility for the management of the Service including the effective discharge of its employee, financial, strategic and management functions and operational co-ordination
6. To prepare and present correspondence, reports, notices, letters and legal evidence to effectively execute the functions of the Service and where necessary representation on behalf of the Council in respect of subsequent legal proceedings or other actions.
7. The post-holder will be required to undertake duties based on the needs of the service outside normal office hours as directed by the Head of Service, and in accordance with the agreed working pattern for the post and the council's Conditions of Service
8. To provide advice and support on the suitable project/ service delivery and procurement/ commissioning options to ensure that programming targets, budget constraints and sustainability objectives are met.

9. To attend and represent the Council at Magistrates Court, public inquiries, appeals and panels as appropriate.
10. To ensure that the disciplines of service improvement, value management and value engineering are fully as service delivery objectives.
11. To work with colleagues from across the Black Country, the West Midlands, and other partners/ stakeholders to support collective economic growth and regeneration priorities through facilitating an efficient and effective highways and transportation network across the region.
12. To collaborate and liaise with staff across the City Council, external bodies, and agencies (statutory and non-statutory) to ensure the competent management and execution of the Council's business.
13. To ensure delivery of the Service's function in accordance with the Council's corporate, legal, financial, human resources and professional management standards, corporate priorities, and policies, ensuring that the Council's Constitution is complied with in all respects.
14. To ensure the service is delivered in a cost-effective way and that budgets are managed to support the economic, environmental and regeneration aspirations of the City Council.
15. To ensure the effective delivery of the service in accordance with legal requirements, statutory guidance, and codes of practice.
16. To facilitate the Service's contribution to development of the Learning and Development Plan and to ensure its effective delivery.
17. To assist in delivering an excellent Transportation Service and be committed to continuous improvement through the development of service plans which meet the strategic objectives of the Council along with regional transportation objectives.
18. Prepare and present reports to senior management, Cabinet, Scrutiny, other Committees of the Council, the Integrated Transport Authority and to other organisations and customers of the service as may be required.
19. To represent the Council at public meetings and Cabinet/Committee/Scrutiny meetings as required.
20. To undertake the annual Highway Fees and Charges review and to assist the Service Manager in the financial management of the service.
21. To ensure those enquiries and complaints from Elected Members and the public are dealt with expeditiously and politely, in accordance with the Council's customer care policy.
22. To act in accordance with the Council's Constitution and other Codes of Conduct.
23. To participate in staff development, appraisal, and training as appropriate, including continuous professional development.
24. To prepare correspondence, reports, notices, letters, and legal evidence to effectively execute the functions of the Service and where necessary representation on behalf of the Council in respect of subsequent legal proceedings or other actions.
25. To undertake any other tasks, duties, and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.

26. To comply with the Council's Equalities, Crime and Disorder and Health and Safety policies.
27. To support the Council's commitment to crime reduction and community safety.
28. To support the delivery of the City Strategy and Alcohol Strategy and other citywide priorities.
29. To participate in the wider development of the service and contribute to service improvement as required.

**WOLVERHAMPTON CITY COUNCIL**  
**PERSONNEL SPECIFICATION**

**Post Designation: EVENT COORDINATOR**

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<b>FACTORS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ HNC/HND in relevant discipline or some demonstrable experience in the area</li> </ul>	<ul style="list-style-type: none"> <li>▪ Membership of an appropriate professional institution (I.Eng level) or working towards.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Production of Certificates</li> </ul>
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>▪ Relevant technical training</li> <li>▪ Full Driving License</li> <li>▪ Willingness to undertake and successfully complete relevant training e.g. Customer care, Health and safety, Risk Assessment.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lantra Traffic Management Sector Scheme: 12D T7 Management &amp; client officers</li> <li>▪ Health and Safety</li> <li>▪ Record of CPD</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Performance at interview</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▪ 2 - 3 years' experience in a traffic management, highways or street works environment</li> <li>▪ To identify and recommend courses of action.</li> <li>▪ Management of databases and/or record systems.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Relevant and appropriate experience in any of the following:               <ul style="list-style-type: none"> <li>• Local Government</li> <li>• Operation and maintenance of data recording</li> <li>• Data Base Management Systems e.g. Confirm</li> </ul> </li> <li>▪ Significant knowledge of roadwork permitting scheme</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Performance at interview</li> </ul>
<b>SPECIAL KNOWLEDGE/ SKILLS</b>	<ul style="list-style-type: none"> <li>▪ Demonstrate significant knowledge and experience of operating or working with Roadworks Permitting Schemes.</li> <li>▪ Ability to work under pressure.</li> <li>▪ Ability to communicate effectively, orally and in writing and to deal efficiently and effectively with statutory bodies, members of the public, Councillors and Contractors.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of the Freedom of Information Act; Human Rights Act; Data Protection Act</li> <li>▪ Demonstrate working knowledge of TMA 2004</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Performance at interview</li> </ul>

<p><b>PERSONAL QUALITIES</b></p>	<ul style="list-style-type: none"> <li>▪ Ability to work well with others and to establish good working relationships with other officers and relevant organisations.</li> <li>▪ Ability to manage completing workloads and meet tight deadlines.</li> <li>▪ Ability to deal politely and effectively with customers and statutory bodies.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to contribute to innovations and initiatives to improve service delivery.</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ References</li> <li>▪ Performance at interview</li> </ul>
<p><b>INTEREST AND MOTIVATION RELEVANT TO THE JOB</b></p>	<ul style="list-style-type: none"> <li>▪ Self-motivated, able to work with minimum of supervision.</li> <li>▪ Display a keen interest in the work with a desire to progress his/her career.</li> <li>▪ Enjoy working outdoors and a willingness to work in varying weather conditions.</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ Interest in co-ordinating activity on the highway to minimise congestion and delays to road users.</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Performance at interview</li> <li>▪</li> </ul>