



## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Event Production Manager**

**Vacancy ID: 010898**

Salary: £39,782 - £41,675 Annually

Closing Date: 08/03/2020

### **Benefits & Grade**

Grade N

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Job Description**

The Council is committed to retaining its leadership role and further developing Stockton's' reputation as a creative and dynamic events Borough where quality of life is enhanced by a range of vibrant Arts, Festivals and Events.

An exciting opportunity has arisen for an enthusiastic, innovative and self-motivated individual to join the Council's successful Events Service and be part of the journey to deliver extraordinary and unexpected event experiences for residents, businesses and visitors alike.

The post holder will have lead responsibility for all event technical matters including health and safety standards and compliance with Health and Safety at Work Act etc 1974. You will work extensively with key partners and event organisers in the delivery of the Council's Events programme across the Borough.

Specific duties include development and delivery of technical operating policies and procedures including assurance standards, event infrastructure, crowd management, temporary demountable structures, traffic management and in particular risk/fire management.

We are looking for an individual with senior level experience, preferably working in an event field. Specific experience and understanding of event planning/health and safety processes and risk management is essential. You will have well developed leadership skills and have excellent communication skills. You will be able to demonstrate working in a calm, controlled, positive and effective manner, operating under your own initiative in a changing and challenging environment.


An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Tara Connor, Events Service Manager, on 01642 526753.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b>  Culture, Leisure & Events		<b>Service Area:</b>  Events Service	
<b>JOB TITLE:</b> Event Production Manager			
<b>GRADE:</b> N			
<b>REPORTING TO:</b> Events Service Manager			
1.	<b>JOB SUMMARY:</b>  The post holder will report to the Events Service Manager and will work across all Council directorates supporting the delivery of the Council's Event Programme.  Post holder will have lead responsibility for all technical matters including health and safety standards and compliance with Health and Safety at Work etc Act 1974.  Duties will include development and delivery of technical operating policies and procedures including assurance standards, event infrastructure, crowds management, temporary demountable structures, traffic management, counter terrorism measures and in particular fire/risk management.  The Post holder will also lead on the commissioning and management of external technical production providers/suppliers to support the delivery of the Events Programme and will be responsible for a range of physical resources, including overseeing the event stores/inventory.		
2.	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1.	Day to day management of the Event Production Team including line management of all technical staff, seasonal and casual employees and external contractors.	
	2.	Ensure staff, contractor and other personnel are fully trained and competent in technical roles on event sites	
	3.	Responsible for adherence to the Work Time Directive for all technical staff.	
	4.	Responsible for the compliance of the Health and Safety at Work etc Act 1974 and associated Regulations, Approved Codes of Practice and Guidance in relation to event management, delivery and activities on Council Land.	
	5.	Keep up to date with changes in legislation, technology and working methods in an event context, and ensure that safety policies and standards comply with legislation and Event industry best practice.	
	6.	Lead Officer for event related fire and risk management	
	7.	Lead on the continuous development and implementation of a range of safe systems of work within the Events Service including event infrastructure, crowd management, temporary demountable structures, traffic management, counter terrorism measures and incident management processes.	
	8.	Monitor, both actively and reactively, operational safe systems of work to ensure both their adherence and continued effectiveness.	

	9.	Deliver and develop the Council's technical assurance framework for events on Council Land and ensure implementation.
	10.	Take a lead role on Counter Terrorism Risk Management within Events and work closely with Counter Terrorism Security Officers in the development of effective safety plans/systems.
	11.	Lead on research, investigate and analyse the implications of new policies, legislation, guidance and consultation documents with regards to event management/safety.
	12.	Ensure working practices are developed within current licensing legislation (Licensing Act 2003)
	13.	Co-ordinate and deliver the production and sign off of Event Management Plans for Council run events, liaising with Event Co-ordinators, technical staff and linking with the Council's Independent Safety Advisory Group.
	14.	Attend the Independent Safety Advisory Group as required and present event management plans, responding to any matters arising.
	15.	Manage technical budgets as required.
	16.	Manage the procurement of appropriate event resources and materials for event production, making recommendations for suitable approaches to investment and maintenance.
	17.	Oversee the management and storage of all event physical resources, ensuring appropriate stock control and safety management safeguards are in place in line with the Council's health and safety policy.
	18.	Negotiate and maintain technical contractors and supplier frameworks for event production, ensuring value for money and service standards are achieved across the wider event programme/budgets.
	19.	Establish effective working relationships and systems with technical teams involved in the delivery of the Council's Event Programme including health and safety, highways, licensing, enforcement and emergency services.
	20.	Lead technical meetings
	21.	Assist with near miss/event incidents investigations and contribute to the development and implementation of remedial actions.
	22.	Deputise for the Event Service Manager as required.
	23.	Foster and build effective working partnerships/support mechanisms with community groups, friends groups etc., providing practical advice/guidance and support to enable them to programme and deliver their own events.
	24.	Support the programming of the Town Centre Lighting Scheme, Water Fountain, Riverside Lights and the Stockton Flyer automaton.
	25.	Contribute as necessary to the development of the Council's Event Strategy, including implementation of policies and delivery of the event delivery framework.
	26.	Implement change and business development opportunities, where appropriate, to ensure the on-going success of the service.

	27.	Contribute in the preparation of reports and other management information as requested and to be lead in post event evaluation processes.
<p><b>3. GENERAL</b></p> <p><b>Job Evaluation</b> - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.</p> <p><b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p> <p><b>Workforce Culture and supporting behaviours and Code of Conduct</b> – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.</p> <p><b>Shaping a Brighter Future</b> – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.</p> <p><b>Personal Development</b> – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development</p> <p><b>Customer Services</b> – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.</p> <p><b>Policies and Procedures</b> – The post holder is required to adhere to all Council Policies and Procedures.</p> <p><b>Health and Safety</b> – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p> <p><b>Safeguarding</b> – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p>		

**Job Description dated: January 2020**



## PERSON SPECIFICATION

Job Title/Grade	<b>Event Production Manager</b>	<b>Grade N</b>
Directorate / Service Area	<b>Culture, Leisure &amp; Events</b>	<b>Events Service</b>
Post Ref:	<b>POS005417</b>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<p>Educated to degree level or equivalent</p> <p>Relevant Technical Qualification at NVQ level 4 or equivalent</p> <p>National General Certificate in Occupational Health and Safety</p>	<p>A relevant event management qualification.</p> <p>Industry electrical qualifications</p> <p>First Aid at Work / Emergency First Aid Certificate.</p> <p>NEBOSH :- National General Certificate in Fire Safety and Risk Management. National General Certificate in Construction Health and Safety.</p> <p>Crowd management, modelling and management qualification</p> <p>National Plant Operators Registration Scheme Trained Operators Card and Certificate</p>	<p>Application form</p> <p>Selection Process</p> <p>Pre-employment checks</p>

Experience	<p>You will be able to demonstrate extensive experience, operating at a Senior level in producing and technically managing a programme of events, including large scale, multi-site complex installations.</p> <p>Demonstrable experience of managing a team of employees and staff at varying levels of ability and expertise.</p> <p>Experience of managing change processes within an organisation.</p>	<p>Experience of temporary, demountable structures and associated guidance.</p> <p>Experience of towing trailers (up to 750kg)</p> <p>Experience of using petrol site tools e.g. whacker plate, stake pullers</p> <p>Implementing formal reviews of events</p>	<p>Application form</p> <p>Selection Process</p> <p>Pre-employment checks</p>
Skills	<p>You will have the necessary skills to technically lead and control large scale events, including effective risk management, event planning processes, incident management, emergency services liaison and evacuation procedures.</p> <p>Experience, knowledge and application of the following:</p> <ul style="list-style-type: none"> <li>• Business Planning</li> <li>• Developing event management plans</li> <li>• Health and safety and welfare, including safeguarding in a community event context.</li> <li>• Cultural, social and attitudinal differences that interact with and influence the wider event community.</li> </ul>		<p>Application form</p> <p>Selection Process</p> <p>Pre-employment checks</p>

	<p>You will have the necessary skills to analyse the circumstances surrounding accidents, incidents, or when things go wrong.</p> <p>You will have well developed leadership skills and ability, leading by example showing and expecting consistently high professional standards both within the team and from procured service providers.</p> <p>Have the ability to communicate clearly and effectively in verbal and non-verbal forms to a wide range of audiences, abilities and backgrounds.</p> <p>Excellent decision making and problem solving skills</p>		
Specific behaviours relevant to the post	<p>You will be able to demonstrate working in a consistently calm, controlled, positive and effective manner, operating under your own initiative in a changing and sometimes challenging environment, against competing deadlines.</p> <p>You will be supportive of a no-blame culture, encouraging learning lessons and information sharing to constantly improve evolved safety management safeguards, the workplace environment and culture.</p> <p>You must be able to distinguish between important and urgent priorities whilst remaining conscious of maintaining effective management of risk at all times.</p>	<p>Be innovative and open in ideas development</p> <p>On-going commitment to Continuous Professional Development and sector networking</p>	Application / Interview



	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Current valid driving license, access to a vehicle with appropriate insurance</p> <p>High Personal standards and self-discipline</p> <p>Strong commitment to public sector</p> <p>Physically Fit</p> <p>Demonstrates flexibility and resilience.</p>		
Other requirements	<p>Flexible working pattern</p> <p>Must be able to vary working hours to incorporate extensive evening and weekend event work as determined by the Service need</p>		

**Person Specification dated: January 2020**

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

### **Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.