

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

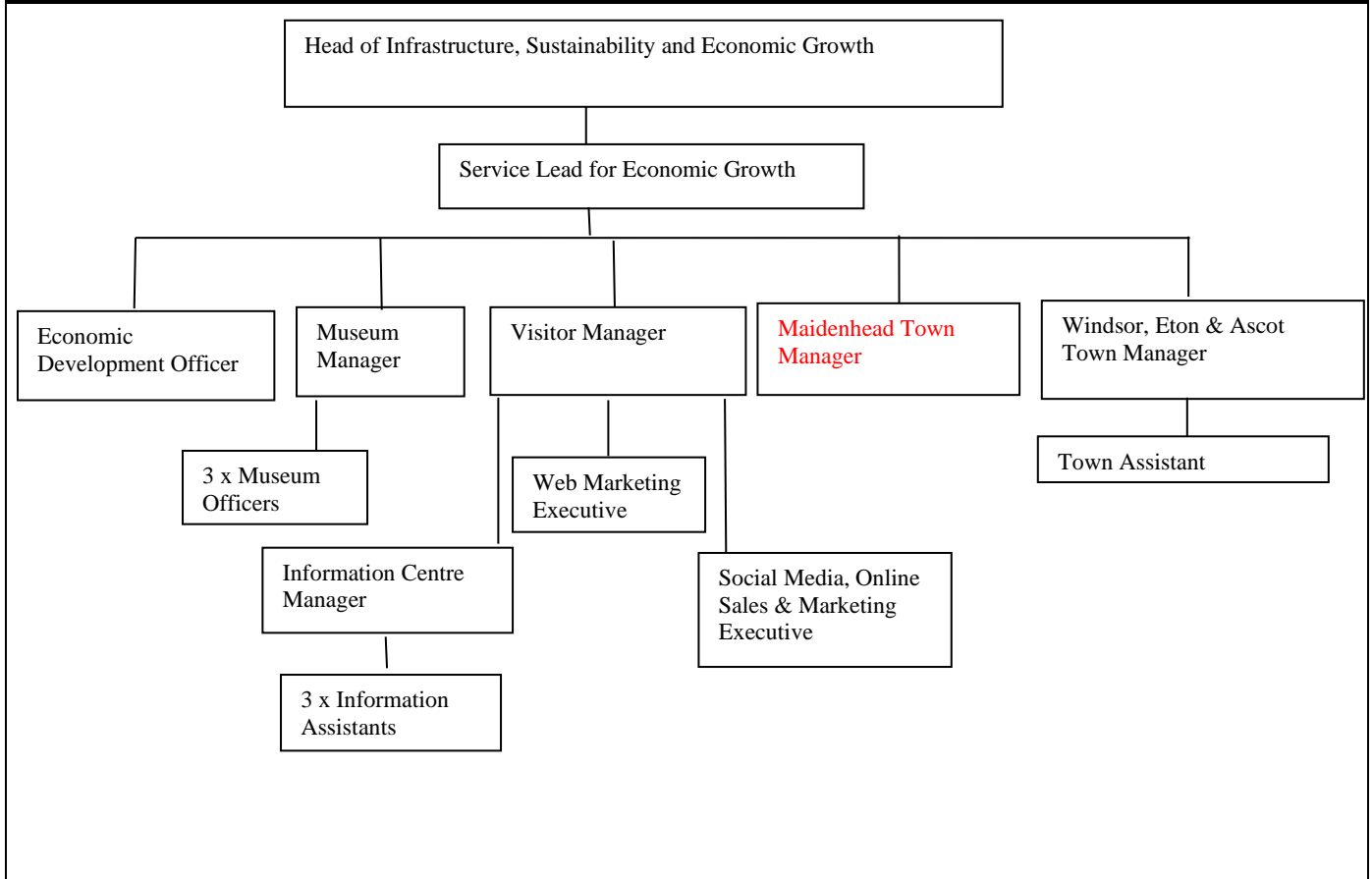
Job Accountabilities

Job Title: Maidenhead Town Manager	Job number: LEM004
Service Area : Place Directorate	Team: Economic Growth

JOB PURPOSE

To maintain and improve the quality, vitality and viability of Maidenhead Town Centre for all users by delivering a comprehensive business plan in partnership with the council and multiple stakeholders.

POSITION WITHIN SERVICE STRUCTURE



JOB ACCOUNTABILITIES

Service delivery accountabilities

- To be the central person in the management of the town centre, between all Council departments, the town centre businesses, and all other stakeholders for the successful promotion and vitality of the town.
- Delivering high quality events in the town centre creating a buzzing atmosphere that generates community pride in Maidenhead
- Work with the Maidenhead Town Partnership to develop a events and marketing plan

which supports the overall activity of the Partnership

- Income generation for town management through effective management of promotional space, markets, event concessions and sponsorship opportunities.
- In consultation and conjunction with others, secure funding from public, private and voluntary sectors for town centre projects and initiatives.
- Ensure robust processes are in place to manage market traders and on-street promotional activity as well as concession bookings at events.
- Promote high quality customer service, safety, equality of access and environmental awareness amongst all retailers, town centre facilities and services and promote the public perception of the town as a place to shop, work, live, visit or invest.
- Excellent communication skills and the ability to deal with a wide variety of stakeholders and members of the public.
- To prepare reports, presentations and other information to enable Members, Senior Officers and other stakeholders to make informed decisions on the policy, strategic matters and business planning connected with the town.
- Be a proactive forward thinker who is confident in developing new ideas and learning from best practise elsewhere
- To plan & organise own volume of work, especially projects, to ensure competing and conflicting demands are met within reasonable timescales.
- To be responsible for the implementation of the Health & Safety policy within the town management initiative, and to discharge the role in line with relevant health & safety standards.

Standard accountabilities/responsibilities that apply to all council staff or specific groups are set out in the Employee Handbook, these include:

- Corporate management
- Information governance compliance
- Whistleblowing
- General Safeguarding Statement
- Project and work management
- Working in a team
- Risk management including Health & Safety
- Business continuity
- Equality of Opportunity
- Our corporate values
- Budget management
- Specific responsibilities for managers.

Local operating procedures and specific activities/tasks will be supplied by the service.

Person specification

Key Criteria	Essential	Desirable	How assessed
Qualifications and training	A degree level or equivalent qualification in relevant field or equivalent by experience	.	
Job Competence summary (knowledge, skills, abilities, experience)	<p>Experience of delivering events and marketing.</p> <p>Knowledge of town centres and place making.</p> <p>Great communicator and confident to engage with a range of stakeholders,</p> <p>Experience in income generation.</p> <p>Experience of working with and through others to achieve results.</p> <p>Experience of cross-organisational working, with the bigger picture in mind.</p> <p>IT literate with experience of using Microsoft office programmes, including word-processing, spread sheets and databases</p>		
Other requirements (eg unsocial hours working, driving licence, fit to drive Council vehicle etc)	<p>Weekend and evening working.</p> <p>Driving licence required.</p>		
Politically restricted	No		

post			
This post has been identified as customer facing in accordance with Part 7 of the Immigration Act 2016 and therefore the council's English language fluency standard applies.	The ability to converse at ease with the public, answer questions and provide advice, including the use of specialist terminology relevant to the job role/profession and where necessary for an extended period of time.		The competent answering of interview questions in English.