

SHILDON TOWN COUNCIL
JOB DESCRIPTION

POST TITLE:	Civic Hall Manager		
DEPARTMENT:		GRADE:	Scale SO2 £28,485 - £30,153 Pay award pending
CAR USER STATUS:		LOCATION:	Civic Hall
RESPONSIBLE TO:	The Town Clerk		
RESPONSIBLE FOR:	All permanent and casual staff employed at the Civic Hall		

KEY ROLE (JOB PURPOSE)

To provide effective management and administration of the Civic Hall

DUTIES AND RESPONSIBILITIES

- Direct operational responsibility for the management, maintenance and development of the Civic Hall.
- Preparation and maintenance of a 3-year business plan for the Civic Hall including a marketing and advertising strategy for the promotion of the Civic Hall
- Management of the Civic Hall budget including the determination of priorities, preparation of annual estimates and control of the budget.
- Preparation and presentation of the necessary financial and operational reports to the Service and Amenities Committee.
- To advise on any variations required to the Premises Licence issued under the Licensing Act 2003.
- To act as Designated Premises Supervisor under the requirements of the Licensing Act 2003
- To ensure full compliance with all licensing laws and all other licences and certificates are correctly obtained.
- To ensure control of bar takings and stock including the maintenance of proper records. To advise on relevant pricing structures, review of menus and to obtain best value from suppliers.
- Regular inspection and maintenance of all equipment and the fabric of the building.

- Supervision and control of all staff e.g. full-time, part-time, permanent and casual, including staff rotas, training, welfare and health and safety. Management of staff discipline and grievances in accordance with Council policy.
- Ensure compliance with health and safety, food handling and all other legislative requirements.
- To act as key holder and out of hours contact point for call outs and other emergencies.

The main duties and responsibilities of the post outlined above cannot fully define the existing or future activities that the postholder may be responsible for.

PERSON SPECIFICATION

JOB TITLE: Civic Hall Manager

DEPT: Civic Hall

SECTION:

GRADE: Scale SO2

REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED (see key below)
EXPERIENCE/KNOWLEDGE <ul style="list-style-type: none"> • At least 3 years relevant experience in catering and/or licensed premise • Good commercial and business acumen • Experience in dealing with members of the public • Marketing and public relations experience 	√ √ √ √		A/F A/F A/F A/F
SKILLS <ul style="list-style-type: none"> • Ability to supervise and motivate a team • Ability to achieve targets and to work to deadlines • Good verbal and written communication skills • Proven interpersonal skills • Administrative and numeracy skills • Knowledge of health and safety skills • Knowledge of current licensing law 	√ √ √ √ √ √	√	A/F A/F A/F F F A/F A/F
EDUCATION/TRAINING <ul style="list-style-type: none"> • Recognised professional or other relevant qualification • BIIAB Level 2 National Certificate for Personal Licence Holders or equivalent • Personal Licence Holder 	√ √	√	A/I/P A/I/P A/I/P
PERSONAL ATTRIBUTES <ul style="list-style-type: none"> • Committed to customer care • Friendly and co-operative • Flexible attitude to working patterns • Ability to work under pressures 	√ √ √ √		F F F A/F
OTHER RELEVANT (JOB SPECIFIC) POINTS <ul style="list-style-type: none"> • Energy, drive and commitment to achieve success • Willing to work unsociable hours 	√	√	A/F A/F

A=Application, T=Test, I=Informal Interview, F=Formal Interview, P=Proof (certificates etc)