

Job Description

Job Title	Event Manager
Directorate	City Development
Service Area	Culture Liverpool
Grade	7
Competency Level	2
Salary	£40,777 - £46,142
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	

Job Purpose

To manage and safely deliver a programme of allocated culture and sports events in order to promote tourism and improve the economic impact on the City of Liverpool.

You will have tactile responsibility for the organisation, safety, delivery & compliance of the allocated events as Event manager.



Directly Responsible To:

Head of City Events

Directly Responsible For:

Directly responsible for all volunteers at our events within the planned programme.

Directly responsible for event support staff procured by Liverpool City Council.

Management of food, drink and craft concessions at events.

Main Areas of Responsibility:

- To manage events for the City of Liverpool in order to promote tourism across the City in line with economic strategies
- To manage the coordination of activities and relationships of external agencies and City Council departments to ensure safe, effective and efficient delivery of the planned events programme
- Prepare and manage project plans for each scheduled event.
- To organise and manage team meetings with external agencies and internal departments to deliver successful events
- To tactically manage security for allocated events ensuring site safety and where appropriate organise traffic management systems for the health, safety and welfare of the public in accordance with relevant Health and Safety legislation
- To be the tactical event manager in the event of activation of contingency plans
- To manage volunteer recruitment and mentor programmes to enable the delivery of events through the community, voluntary and private sectors

- Select, manage, and organise appropriate concessions for events ensuring appropriate hygiene standards, public health, health and safety legislation are adhered to
- Responsible for the procurement, evaluation and award of contractors for the major events programme. Management of awarded contracts
- Liaise with the Procurement department to ensure appropriate procedures are adhered for selection of service deliverers ensuring value for money is provided to the City of Liverpool
- Prepare reports on the progress of events and analysis after the event to senior management and or the event organisers
- Support major city events as part of the wider Culture team as required

Supervision and Management Responsibility:

- No supervisory or line manager responsibility
- On Event sites tactically responsible for all contractors, operational staff & Volunteers, in absence of the Head of City Events

Budget and Financial Responsibility:

- Be fully accountable for managing the council's resources effectively and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Identify savings and efficiencies by exploring opportunities to draw funding were appropriate
- Manage, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explore different options for funding and income generation to support delivery of events

- Prepare reports including forecasting, reconciliation and regular budget projections and cash flow. Budgets vary for events but in general are six-figure sums
- Generate income to Liverpool City Council via contract negotiations with third party event operators

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- Working outside at events in all elements of weather, including adverse weather conditions
- Load and transport equipment to and from event sites
- Management of infrastructure & resources from Events warehouse
- Install and de-rig infrastructure at events such as barriers, fencing, production kit
- On foot for long periods of time during install, delivery and de-rig of events

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance

- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level. **Level 2.**

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Personal Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Excellent IT skills (Microsoft Office) (A,E,I)
- Health & Safety Qualification or experience in this field (NEBOSH or equivalent) (A,E,I)
- Educated to degree level or equivalent in relevant discipline (A,E,I)

Desirable

- SIA Door Accreditation
- Personal license holder training

Experience

Essential

- Understanding of and experience in the planning and delivery of outdoor/indoor events, including working within a multi-agency environment (A,I,E)
- Experience of managing contractors, volunteers & support staff (A,I)
- Experience of managing budgets (A,I)

Desirable

- Excellent time management skills including the ability to work to deadlines
- Experience in production management
- Experience of procurement processes and procedures in a large organisation

Skills/Abilities

Essential

- Good knowledge of Licensing & Health and Safety legislation (A,I,E)
- Ability to work as part of a team and under own initiative (I)
- Excellent time management skills and ability to work to tight deadlines, and in a high pressure environment (A,E,I)

Desirable

- Ability to read scaled drawings and site plans
- Problem solving ability
- Excellent organisational skills
- Excellent communication skills
- Ability to analyse and interpret information to inform decision making at events
- Ability to assess and undertake manual handling tasks
- Ability to adapt quickly to challenges and changes to the working environment and where required ability to implement change
- A good working knowledge of method statements and risk assessments

Commitment

Essential

- Agreement to work unsociable hours (A,I)
- To act first responders in emergency situations representing LCC as and when required (I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- Full driving licence (A)

Desirable

- Show initiative in the development of new projects
- Willingness to undergo additional training as required
- Show initiative in the development of new projects