

ROLE PROFILE



Role profile		
Title	Senior Events Officer	
Grade	GRADE I	
Reference:	NI64A1481	
Reports to:	Marketing & Events Manager	
Work style Definition	Office based hot-desk/touch down worker	
Primary purpose of role	To manage and deliver the Plymouth major events as part of the Events and Cultural programme which includes significant national and international events, festivals and concerts in accordance with the Plymouth Visitor Plan to achieve the citywide aspiration for Plymouth, Britain's Ocean City, to become a destination of choice for inward investment, visitors and businesses.	
Key accountabilities and key measures	Role outcomes <ul style="list-style-type: none"> ▪ The planning and delivery of Council and citywide events in accordance with the Annual Events Plan. These can be significant in size eg British Firework Championships (100,000 and 130 staff), Armed Forces Day (50,000 and 70 staff), Bonfire Night (25,000 and 40 staff) (30%) ▪ Responsible for ensuring all events are planned and delivered in compliance with relevant legislation and guidance including Health and Safety and Licencing. (10%) ▪ Responsible for the health and safety of all staff, volunteers and contractors working at events, plus responsibility for the health and safety of all event attendees – up to 30,000 members of the public on site at any one time - acting as the responsible, Senior Officer 	Role measures <ul style="list-style-type: none"> ▪ Collation and production of accurate and comprehensive Event Management plans detailing the operational delivery of events and the mitigating control measures in place. ▪ To operate at tactical silver level with the emergency service command structure. ▪ Public, partner and stakeholder satisfaction. ▪ Planning and delivery complies with all statutory and legislative compliance. ▪ Resourcing spend is kept within departmental budget. ▪ Event sponsorship and income is achieved in excess of £60,000. ▪ Procurement is seen as fair and transparent.



Plymouth City Council is committed to providing access, adaptations and alternatives wherever possible, to enable people with disabilities to fulfil the criteria for and to carry out role duties.

	<p>on site for safety purposes and decision making. (10%)</p> <ul style="list-style-type: none"> ▪ Budget management and forecasting for event spends up to £250,000 and the allocation of resources required to deliver each event. (5%) ▪ Manage the tendering and licencing for concessions to maximise income generating opportunities, securing fairgrounds, circus and sponsorship from businesses. (5%) ▪ Manage procurement of contractors in accordance with PCC guidelines including the production and evaluation of OEJU, RFQ tenders for specialist contractor infrastructure. (10%) ▪ Allocation and management of staff resources ie council staff, security, medical and stewarding (5%) ▪ Professional advice to 3rd party event organisers wishing to use Council land for major events including active facilitation and support to ensure paperwork and control measures meet all Health and Safety and other legislative requirements and events and associated activity are carried out safely and in accordance with PCC standards (10%) ▪ Monitoring, training and mentoring the Events Officers and full line management responsibility of Event Officers where applicable. (10%) ▪ To support and contribute to strategic work strands and deputise for the Marketing & Events Manager at strategic events meetings. (5%) 	<ul style="list-style-type: none"> ▪ Complaints are responded to in a timely and helpful fashion and are analysed for lessons learned. ▪ Motivated and capable team who successfully complete their appraisals and succession planning in place. ▪ Appropriate procedures are put in place to mitigate the risk of incidents or accidents as much as possible. Incident Logs are kept for each event and analysed for lessons learned. ▪
Key activities	<p>Delivery (50%)</p> <ul style="list-style-type: none"> ▪ Work with a range of partners and clients including Destination Plymouth, Plymouth Culture, Plymouth City Centre Company, Plymouth Waterfront Partnership, the Police, Fire Service and medical, security and traffic management contractors to facilitate and deliver high profile national and international events. 	

	<ul style="list-style-type: none"> ▪ Programme and develop event content working with multiple partners and stakeholders including the military, cultural organisations and promoters. ▪ Management of Event Officers where applicable by carrying out I:ls, performance reviews, setting and monitoring targets and managing attendance ▪ Recruit, train and manage internal and external staff during the planning and delivery of events plus direct supervision of contractors at events (100+). ▪ Identification of resource requirements for council staff such as event officers, street cleansing, highways and contractor staffing levels at events and adjusting these where necessary. ▪ Drafting of contracts and licences relating to attractions and traders at event. ▪ Production of analytical reports showing insurable equipment and values and ensuring adequate cover is in place. (Responsible for insurable risks up to £3,500,000). <p>Finance (15%) Maximise opportunities to drive the ongoing efficiencies and commercial opportunities linked with events in order to meet required income targets, including working closely with the Marketing team on sponsorship packages and opportunities. Safety/security (30%)</p> <ul style="list-style-type: none"> ▪ Completion of all event safety planning including Risk Assessments, Fire Risk Assessments, Emergency plans, Traffic Management plans and liaison with city wide Events Safety Advisory group and other relevant agencies to minimise safety risks to the public. ▪ Working with statutory bodies including Police Counter Terrorism teams to produce Security Plans based on current terrorism threat levels and intelligence. Responsible for implementing all measures. ▪ Coordination and chairing of multi-agency table top exercises as required or major PCC events and third party events on PCC land. <ul style="list-style-type: none"> ▪ To act as the lead Safety Officer at major events being the accountable and responsible officer on site and the main point of contact for the Emergency Services. (5%) <ul style="list-style-type: none"> ▪ Check the safety, security and insurance of infrastructure and equipment and visiting fairgrounds and circus. <p>Strategy (5%)</p> <ul style="list-style-type: none"> ▪ Contribute to strategic team planning and the development and delivery of the Plymouth Visitor Plan ▪ Carry out other duties appropriate to the grade of the post.
<p>Essential qualifications/ knowledge</p>	<ul style="list-style-type: none"> ▪ Degree (or equivalent) in an appropriate field or substantial relevant experience in outdoor events ▪ Willingness to undertake NVQ level 4 Management of Spectator Safety if not already held ▪ IOSH Managing Safely (if supported by proven experience). ▪ Knowledge of all current legislative guidance and industry standards for events and the licensing act including but not limited to: the Health & Safety at Work Act

	<p>1974, Occupiers Liability Act 1957 & 1984, RIDDOR, The Purple Guide to Health, Safety, Welfare, Music and other events, HSE Managing Crowd Safety, The Regulatory Reform Act (Fire Safety Order) CDM Regulations 2015, HSE 175 Fairgrounds, Civil Contingencies Act</p> <ul style="list-style-type: none"> ▪ Knowledge of crowd safety and event management. ▪ Knowledge of public safety at festivals and mass gatherings. ▪ Knowledge of crowd science and behaviour and crowd modelling and movement. ▪ A full driving licence (as events are generally out of hours and may require commuting in unsociable hours).
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Professional qualifications in events management, or current study towards such a qualification ▪ NEBOSH national general certificate in occupational health and safety or similar qualification that meets the academic requirements for Technician membership of IOSH.
Essential experience	<ul style="list-style-type: none"> ▪ Experience in managing outdoor events with an attendance of more than 20,000 including the allocation and supervision and coordination of auxiliary events staff such as medical, security, stewards etc. ▪ Experience of managing and supervising staff ▪ Experience of programming and developing event content working with multiple stakeholders and partners ▪ Experience of compiling high level Event Management, Safety Plans and risk assessments. ▪ Experience of working unsupervised and decision making under pressure. ▪ Experience of multi-agency working particularly with the Police and Fire and Rescue service to minimise safety risks to the public and to develop and implement emergency plans. ▪ Experience of the facilitation of site builds, event deliveries and site de-rigs. ▪ Experience of managing event budgets.
Desirable experience	<ul style="list-style-type: none"> ▪ Developing new events. ▪ Experience of leading and managing a permanent staff team ▪ Experience of creative and innovative thinking around income generation to maximise financial efficiencies and commercial opportunities. ▪ Experience of the marketing and sponsorship of events. ▪ Project management.
Essential skills	<ul style="list-style-type: none"> ▪ Ability to produce and write specialist Event Management Plans and supporting documentation. ▪ Ability to utilise specialist events knowledge and expertise to plan and deliver within legislation to ensure the health and safety of events personnel such as performers, council staff, contractors and the public. ▪ Ability to be decisive and make criteria based decisions -weighing up evidence against legislation boundaries and guidance. ▪ Ability to dynamically assess risk and emergencies and react with instructions to staff and contractors, including the responsibility for cancelling events which could lead to reputational and financial loss. ▪ Ability to respond to varying situations involving members of the public requiring conflict resolution.

	<ul style="list-style-type: none">▪ Good keyboarding skills using MS Outlook, Word, Excel and Powerpoint to produce emails, documents, spreadsheets and presentations.▪ Communication skills vary from dealing with highly confidential information, to producing clear and concise written and verbal reports and presentations to a broad range of audiences including influencing, negotiation, consultation and advocacy skills, including briefings for members or business organisations, residents groups.
Corporate standards <ul style="list-style-type: none">▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation.	