



ADUR & WORTHING  
COUNCILS

## Job Description

<b>Authority:</b>	ADC
<b>Directorate:</b>	Economy
<b>Section:</b>	Place & Investment
<b>Post Title:</b>	Markets Officer
<b>Post Number:</b>	42895
<b>Accountable to:</b>	Events Manager
<b>Management responsibility for:</b>	Markets Assistant & Casual market staff
<b>Authority to liaise with:</b>	Internal/External
<b>Meetings attended on a regular basis:</b>	Attend project, event and partnership meetings
<b>Work Style</b>	Fixed/Flexible/Mobile

### Principal purpose of job (role summary)

To develop, manage and promote street markets in Adur District whilst growing their reputation for quality and distinctiveness. To maximize income generation through successful street markets, market stall hire and a range of associated commercial opportunities. To grow and develop the markets as a community asset, responding to local demands and trends that keep the offering current and provide a welcoming environment.

### Main duties, tasks and responsibilities of post holder

#### Market & Street Trading Operations

- Responsible for liaising with stallholders, ensuring compliance with terms and conditions relating to the Council's market and street trading operations
- Accountable for all market administration, including license applications, stallholder records, risk assessments and insurance checks, payment agreements and financial transactions
- Attend and be responsible for the on-site management of Adur markets during

operational hours, liaising with stallholders, members of the public and external organisations as required.

- Maintain an inventory of market equipment, undertaking regular condition checks to ensure safety and quality of equipment in use
- Responsible for the safe transport and secure storage of market equipment
- Responsible for loading and unloading of market equipment, delivery of equipment to site, supervising and assisting in the set up and breakdown for
- Adur street markets and external hires
- To line manage, guide and support the part-time Markets Assistant. Providing induction, training and supervision
- Liaise with, supervise and provide guidance to, casual market operatives assisting in market set-up and breakdown, issuing timely staff rotas and submissions to payroll
- Ensure timely and accurate invoicing and payments by traders
- To build strong relationships with market traders, event organisers, council members and other key stakeholders.

#### Market Development and Equipment Hire

- Work with colleagues, partners and stallholders to identify opportunities to develop existing and new markets in Adur District
- Manage and develop hire arrangements with external organisations, including liaison with external contact officer, contracting, agreement of equipment needs, delivery/collection dates and fees
- Work with colleagues to support the planning and delivery of market-based and seasonal events, including Christmas markets, artisan and occasional festivals
- Undertake training to acquire a personal license and act as a Designated Premises Supervisor, as required

#### Marketing, Communications and Partnerships

- Work with colleagues to develop and implement a marketing strategy to support the promotion of Adur markets
- Maintain good relations with local retailers and organisations sharing space and/or in proximity to market operations, preventing and resolving conflict, as required

- Act as a point of contact for retailers and liaise with colleagues to ensure a timely response to enquiries
- Be responsible for the installation and safe display of posters in bus shelter information and advertising panels, together with administering the booking and payment procedures for the same
- Attend and contribute to event, partnership and project meetings, as required

#### Other

- Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
- Undertake such other duties as may reasonably be allocated to the post holder, which may involve providing assistance in any section of the directorate as may be required from time to time.
- Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the post holder as a result of legislation, codes of practice or Council policies.
- Promote the service and Council positively at all times
- Adhere to all aspects of confidentiality and Data Protection in order to comply with the law. Observe all policies and guidelines as defined by the Councils' Data Protection Officer and/or Service Data Controller.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

**Job Description agreed by:**

**Post holder (Print name):**

**Signature:**

**Date:**

**Line Manager (Print name):**

**Signature:**

**Date:**

**Head of Service (Print name):**

**Signature:**

**Date:**