



Job description			
Job title	Town Centres Operations and Events Officer		
Grade	E		
Directorate	Place		
Service/team	Housing & Property (Town Centres Management)		
Accountable to	Market Manager		
Responsible for	None		
JE Reference	A3968	Date Reviewed	01/04/26

Purpose of the Job

In conjunction with the Market Manager, support all day-to-day operations of Kirkby Market and provide occasional administrative and operational support to the wider functions of the Town Centres Management team.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To assist in the provision of an effective and efficient operational Markets service in accordance with the Code of Practice.
2. To ensure that all licence conditions, Market regulations and other statutory regulations are applied in relation to the operation of the Market and its traders.
3. As part of the day-to-day operation of the Market undertake the collection and banking of occasional monies and complete any relevant supporting documentation as appropriate, in accordance with the Council's financial procedure rules.
4. Responsible for daily completion of all administration tasks required to operate and manage the market.
5. Have an awareness of the revenue budgets for the operation of Kirkby Market and the Town Centres Management team in order to gain an appreciation of the limitations or opportunities they may provide.



6. To support the Market Manager in ensuring the security, safety, cleaning and maintenance of the Market and its immediate environment.
7. Ensure that good working relationships are maintained with market traders and the public at all times.
8. To ensure that adequate bin/waste receptacle capacity is available throughout the market at all times and to operate the waste collection facility effectively for the benefit of market traders.
9. Outside the working hours of the toilet cleaner, to check hourly that the WC's and all internal areas of the toilets are clean, and ensure stores are available i.e. soap, toilet rolls, detergent etc. Where minor cleanliness issues arise, tackle them accordingly, or alternatively secure the toilet and seek further cleaning support.
10. Support the Market Manager in maintaining close links with all contractors and agencies that provide services/support to the operation of the market and the Borough's Town Centres.
11. In conjunction with the wider Town Centre Management team, assist with some events aimed at improving the vitality and vibrancy of the Borough's Town Centres and Kirkby Market.
12. Assistance with liaison between the Council and Town Centre businesses or other groups, agencies or stakeholders with an interest in, or who wish to use, the Borough's town centres.
13. To represent the team where necessary at Committees, working groups, public meetings, client meetings and meetings with external organisations as required by the Market Manager, Town Centre Manager or Group Manager – Town Centre Management.
14. To perform any other duties as required by the Line Managers and/or the Head of Housing & Property that are commensurate with the grade and responsibilities of the post.
15. There is an expectation that the postholder will be based at Kirkby Market but will be required to work in alternative locations across the Borough on occasion.

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions "is good" because they want all Council employees to understand how important it is to "treat children in care and care experienced young people as they would their own". We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be "genuine", helping to create



a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.
- To work at all time in a manner that will ensure their own personal safety and that of others, including reporting of identified hazards.
- To wear at all times any Protective Clothing provided.
- To undertake all training courses relevant to the position e.g. Manual Handling, Ladder Safety etc
- To ensure that as an individual the post holder is aware of the issues of lone working and acts in accordance with any training briefing or advice given.
- To be responsible for instigating the agreed Fire Management Plan when a fire alarm is triggered.
- Ensure compliance with corporate policies and procedures including but not limited to Equal Opportunities.



Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.