

## London Borough of Tower Hamlets

### Job Description

<b>JOB TITLE:</b>	Festivals & Events Officer
<b>GRADE:</b>	Grade I
<b>POST NUMBER:</b>	C030400203
<b>DIRECTORATE:</b>	Communities
<b>SERVICE:</b>	Arts, Parks & Events
<b>RESPONSIBLE TO :</b>	Arts & Events Manager
<b>RESPONSIBLE FOR:</b>	Casual staff, contractors
	<p><b>DBS Basic required</b></p> <p><b>This post is not politically restricted</b></p>
<b>JOB SUMMARY:</b>	<p>To support the development and delivery of festivals and events in Tower Hamlets.</p> <p>To organise the Council's own events and facilitate external event organisers and promoters, ensuring that they meet with the Council's terms and conditions and any relevant legislative and statutory requirements.</p> <p>To provide advice, support and encouragement across the public, private and voluntary sectors in order to deliver a range of arts and events available in the borough and assist with the development of commercial revenue streams.</p> <p>To work on specific projects undertaken by Arts, Parks and Events.</p>
<b>ROLE REQUIREMENTS:</b>	
1.	Act as a contact officer and advise and co-ordinate on all matters relating to the provision and development of events and festivals in the borough, and in particular maintain close

	working relationships with a range of stakeholders and external event partners.
2.	Be fully conversant with all matters relating to Premises Licensing and event planning and delivery, liaise with departments such as Environmental Health, Trading Standards, Health and Safety, Building Control and the Emergency Services to ensure that statutory requirements are met through safe and effective event planning. Negotiate and manage contractual arrangements between the Council and all involved parties.
3.	The Council is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all activities to safeguard employees, contractors, members of the public, property and environment.
<b>CORPORATE RESPONSIBILITIES</b>	
4.	Actively contribute to the Council's priorities and outcomes in a way that promotes a 'one organisation' approach.
5.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
6.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
7.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
8.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
9.	Prepare reports for cabinet and committees and respond to member's enquiries as required.
10.	To act as principal intermediary between Council departments, external agencies, events organisations and other involved parties in planning events in the borough.

11.	Represent the Council at a regional and national level.
<b>PEOPLE</b>	
12.	Occasional management of casual staff and contractors in line with the Council's HR and procurement procedures.
13.	Contribute to specific projects and general tasks as part of the Arts, Parks and Events team, attending meetings and participating in policy development.
<b>FINANCE</b>	
14.	Assist in the monitoring of budgets for arts and events and ensure that transactions meet the requirements of the Council's financial regulations
<b>SERVICE</b>	
15.	Devise, manage and promote a programme of events and promotions such as festivals, cultural, commemorative and charitable functions, special events, and public entertainments.
16.	Take the lead on matters concerning marketing and publicity of festivals, events and other activities, liaising closely with the Council's Communications team.
17.	Negotiate satisfactory terms and conditions between the Council and events organisations and promoters with regard to use of council sites for events.
<b>PERFORMANCE</b>	
18.	Ensure that all necessary monitoring and benchmarking is effectively conducted and reported.
19.	This job description is a guide to the level and range of responsibilities you will be expected to undertake. It may be changed from time to time to reflect changing circumstances and demands. As directed, you will undertake additional duties and responsibilities that may arise from time to time commensurate with the grade of the post. The role will involve occasional evening and weekend working.

**OTHER CONDITIONS:**

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the Council's 'My Annual Review' scheme.

Ensure that all duties and responsibilities are discharged in accordance with the Council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the Council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

To be able to work evenings and weekends with appropriate notice.

<b>Requirements</b>	<b>Person Specification for the Post of</b>	<b>Essential (E) or Desirable (D) (if applicable)</b>	<b>Method of Assessment A= Application Form T= Test I= Interview</b>
<b>Knowledge</b>	1. Be conversant with Premises Licensing, Environmental Health, Trading Standards, Health and Safety, Building Control, Police and other Emergency Services functions and regulations relating to public events.	E	A/I
	2. Good knowledge of technical and other production requirements, planning and logistics for festivals and events.	E	A/I
	3. Knowledge of contract management with suppliers including artists.	D	A
	4. Knowledge of fundraising for festivals, events and arts projects.	D	A
<b>Qualifications &amp; Experience</b>	1. Experience of Risk Assessment management.	E	A
	2. Extensive and proven experience of festival and event management including outdoor licensed events ranging from 100 to 20,000 plus capacity.	E	A/I
	3. Ability to delegate, prioritise and manage multiple projects simultaneously through effective time and project management.	E	A/I

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	4. Good communication skills, both verbal and written, including report writing and minute taking.	E	A
	5. Ability to communicate effectively with a wide range of stakeholders.	E	A
	6. Good self-starter with an aptitude for problem solving.	E	A
	7. Thoroughness and attention to detail.	E	A
	8. Experience of managing budgets and financial systems.	E	A/I
	9. Good admin and IT skills. i.e. word processing, excel, email.	E	A
	10. Understanding & experience of marketing and publicity.	D	A
	11. Experience of working in or with the voluntary sector advantageous.	D	A
<b>Living the TOWER Values sets out the essential behaviours required of all staff.</b>		<b>They are aligned to the organisation's five TOWER Values</b>	
We work <b>TOGETHER</b> across boundaries and with partners to achieve the best outcomes for Tower Hamlets	An aptitude for team working with experience of leading/managing small teams of people.	E	A/I
	Good networking skills, with the ability to establish positive working relationships.	E	A

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We are <b>OPEN</b> and transparent	Able to share good practice and experience and learn from others.	D	A/I
We are <b>WILLING</b> to challenge, innovate and be accountable	Actively pursuing Continuing Professional Development as defined by professional body.	D	A/I
We empower each other to be <b>EXCELLENT</b> and go the extra mile	Confident, with the ability to maintain high standards of professional behavior.	E	A/I
We <b>RESPECT</b> all communities - they are the heart of everything we do	Awareness of the issues of equal access for a service in a multi-cultural inner-city setting, including employment and service delivery.	E	A/I
	Experience of working in a multi-cultural context.	E	A
<b>Additional Requirements</b>	Flexible approach to working hours including ability to work evenings, weekends and during school holidays.	E	A/I
	May be required to lift equipment such as PAs and staging.	D	A
	Ability to drive would be an advantage but not essential.	D	A
	To comply with the requirement to carry out a DBS check on this role.	E	A