



Skipton Town Council

Job Description

Post Title: Market Officer,

Reporting to: Chief Officer

Responsible for: N/A

Main Purposes of Role

- To support the management of the day-to-day operation of Skipton Market
- To manage the Market Place and ensure that all appropriate licences and agreements are in place and maintained – and that the Market Place and, in particular, the areas wholly controlled by the Council are monitored and adequately maintained.
- To support the management of and monitor the Council's policies relating to the operation of the Market and to ensure an appropriate mix of traders and products is maintained.

Main Duties

Management of the Market Place

- To liaise with colleagues in the Council's Estates Team to ensure that routine inspection, reporting and maintenance takes place of the areas of Market 'Setts' controlled by the Council.
- To liaise with North Yorkshire Police and the Civil Parking Enforcement Team on any matters relating to vehicles, parking and any associated enforcement issues.
- To liaise with the Cleansing Authority on any matters relating to the cleaning and cleanliness of the Market Place.
- To liaise with the District Council's Environmental Health and Licensing teams on any matters relating to the operation of the Market.

Promotional Activity & Marketing

- To liaise with the Council's Events & Tourism Manager to ensure that Skipton Market is promoted effectively.
- To ensure that any promotional or marketing initiatives agreed are implemented effectively across the Market itself.
- To advise the Council's Events team of any potential promotional opportunities – and to liaise with the Council's Town Centre Ambassadors to ensure they are fully briefed on any upcoming activities within the Market.

Market Policy Management

- To source and maintain an appropriate mix of traders and products on the Market.
- To ensure that the maximum possible occupancy level is achieved for the Market and that stall availability is advertised appropriately.
- To deal with applications to trade on the market and any associated queries.
- To ensure that appropriate licenses, insurance, risk assessment and food safety documentation is held by each market trader and is checked regularly.
- To monitor for any unauthorised activity within the Market Place and to ensure that the Council's position as Market Authority is protected.
- To monitor for and approve (or otherwise) any casual car boot or other similar sales within the area protected by the Market Charter and to monitor for and take any appropriate action to protect Skipton Market from any illegal market activities.
- To maintain positive links with other Market Authorities and to play an active role within the National Association of British Market Authorities (NABMA).
- To maintain positive links with the National Market Traders' Federation (NMTF).
- To ensure that the Council enters any appropriate industry 'awards' and assist in the production of any relevant background materials.
- To prepare information and reports for the Council's Markets Management Group.
- To liaise, as appropriate, with the Council's Administration and Finance Team to ensure that all rent and consent fees due to the Council are invoiced correctly and collected.

Day-to-Day Management

- To ensure that the Market operates in line with the Market Byelaws and to deal with any breaches as appropriate.
- To ensure that trading lines are as agreed
- To ensure that weather conditions are monitored and the issue of market trader van parking exemption permits is in line with agreed policies.
- To ensure that parking availability on the High Street is monitored and that parking signage is amended in line with agreed policies and the Council's agreement with the Highways Authority.
- To ensure that effective monitoring takes place to prevent the sale of counterfeit goods or any other form of illegal trading.
- To ensure that trader attendance registers and other associated data are maintained. To ensure that any daily market consent fees or other payments are collected, receipts issued and monies collected are passed to the Administration and Finance Team for banking.
- To ensure that any matters relating to health and safety on the Market are monitored and dealt with.
- To monitor the employment of young people on the Market
- To manage the Council's trade waste bag scheme and to monitor for any unauthorised use of public waste bins.
- To ensure that the overall cleanliness of the Market place is monitored.
- To deal with enquiries from members of the public.
- To deal with trader enquiries and disputes.

General Duties:

- To undertake such other duties and responsibilities as may be reasonably required, and which are consistent with the general level of responsibility of this role and the needs of the Council.
- To attend meetings of the Council and its Committees as appropriate.
- To prepare and produce reports and associated supporting materials for Council meetings.
- To maintain personal and professional development to meet the changing demands of the job, and to participate in appropriate training activities.
- To establish and maintain effective working relationships within and outside the organisation.
- To uphold the Council's core policies and procedures.

Contacts

The post-holder will be required to present an appropriate, positive, image of the Town Council, dealing with all contacts in a professional and respectful manner.

Internal Contacts: Councillors, Members of the Council's Management Team,
Other members of Town Council staff.

External Contacts: Market Traders, Contractors, Suppliers, Representatives of Partner Organisations and other Local Authorities, Representatives of Industry Bodies, Members of the Public

Notes

The Town Council reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. The post will involve weekend and Bank Holiday work.

The postholder will be required to undertake appropriate training in connection with any aspect of the job role.