

JOB DESCRIPTION

JOB TITLE:	Market Attendant	JE NUMBER: A606
DIRECTORATE:	Leisure, Culture and Community Wellbeing	BAND: 1
RESPONSIBLE TO:	Market Supervisor	
RESPONSIBLE FOR:	n/a	
MAIN PURPOSE OF POST:	To assist in the operation of Chesterfield's Open Market.	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	To ensure that all stalls, boards and trestles are set out as requested by the Market Traders and in accordance with the plan.
2.	To assist with the safe distribution and collection of storage boxes.
3.	To ensure the market area is clean and tidy at all times where possible and that specific cleaning tasks are performed as required. The market area is defined as under and around market stalls situated at the following locations, Main Square, New Square, South Side of Market Hall, Burlington Street, Packers Row, Central Pavement and Boots Side. Duties for cleaning will comprise of litter picking, sweeping and the use of a power washer when required, as well as the general cleaning of market stall fixture and fittings. The correct equipment will be supplied for cleaning duties as well as protective clothing where required. Market Attendants will be expected, under bad weather circumstances, such as high winds to pick up litter from the areas surrounding the market.
4.	To assist with the delivery, set up and removal of the 'pop up' stalls and any other demountable structures, including pedestrian barriers.
5.	To assist with any necessary maintenance on market stalls.
6.	Maintaining good relations with market traders and car boot operators, other stakeholders and the general public.
7.	To assist with the operation of speciality markets and town centre events.
8.	To be aware of, and implement, the Council's Equal Opportunity Policy, Health and Safety Policy, Community Safety Policy and Sustainability Policies.
9.	Any other duties which are equal / similar to the postholder's current grade and responsibility level.
10.	You may be required to carry out those duties at your present workplace or at another Council

GENERAL – To be aware of and implement the following:

Equalities – The council’s Equality and Diversity Policy which sets out the council’s commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees’ Code of Conduct.

Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council’s Health and Safety policy.

Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

SPECIAL FEATURES OF POST:

Political Restriction	YES		NO	✓
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES		NO	✓
Flexible approach to time of work, with ability to work Bank Holidays, evenings and weekends as required by the needs of the service.	YES	✓	NO	
You may be required to carry out those duties at your present workplace or at another council venue.	YES	✓	NO	

It is the council’s intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder’s obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Market Attendant	JE NUMBER:	A606
DIRECTORATE:	Leisure, Culture and Community Wellbeing	DATE:	June '24

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
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Essential		
•	Good verbal communication skills.	Application Form Interview
•	Ability to follow plans and instructions	Application Form Interview
•	Ability to lift heavy loads safely following safe Manual Handling practices	Interview
•	Understand safe working practices and health and safety legislation.	Application Form Interview
•	Manage aggression and resolve conflict.	Interview
•	Be well-organised and capable of prioritizing own work.	Interview
•	Ability to work as part of a team	Interview
•	Ability to work flexible hours including split shifts, early mornings, and late afternoons / evenings. Weekend working required.	Interview
Desirable		
•	Ability to carry out general repairs to wooden structures	Interview
•	Have some understanding of construction and design in relation to woodworking and joinery	Interview
EXPERIENCE		
Essential		

•	Previous manual handling and out door working experience	Application Form
•	Working with the public and customers	Application Form
•	Maintenance experience	Interview
•	Identifying hazards and responding to them	Interview
Desirable		
•	Experience in working at pace and prioritising tasks	Interview
•	Previous work with waste management and re-cycling of waste	Interview
QUALIFICATIONS		
Essential		
•	Basic level of secondary education	Qualification / Certificates
Desirable		
•	Health & Safety certification	Qualification / Certificates
•	Manual Handling certification	Qualification / Certificates
OTHER REQUIREMENTS		
Essential		
•	To display the council's values and behaviours when carrying out the job role	Application Form Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form Interview
COMPETENCY REQUIREMENT:		

Seeing the Big Picture	Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.	Interview
Level: 1	For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.	
Changing and Improving	People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.	Interview
Level: 1	For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.	
Making Effective Decisions	Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.	Interview
Level: 1	For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.	
Leading & Communicating	At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.	Interview
Level: 1	It's about championing difference and external experience and supporting principles of fairness of opportunity for all. For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.	

Collaborating and Partnering	<p>People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.</p> <p>For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable</p>	Interview
Level: 1		
Developing self and others	<p>Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.</p> <p>For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change</p>	Interview
Level: 1		
Delivering Value for Money	<p>Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.</p> <p>For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available</p>	Interview
Level: 1		
Managing a Quality Service	<p>Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.</p> <p>For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services</p>	Interview
Level: 1		

Delivering at Pace	Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.	Interview
Level: 1	For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly	