

JOB DESCRIPTION



JOB TITLE:	Market Assistant
GRADE:	C
RESPONSIBLE TO:	MARKET MANAGER
RESPONSIBLE FOR:	Duties currently undertaken by Market Manager in his absence.
LIAISON WITH:	Market Manager, Commercial Services Manager.

KEY CORPORATE ACCOUNTABILITIES

To contribute to improvements in standards of day to day operation of the Market in Mid Devon:

KEY SERVICE ACCOUNTABILITIES:

1. Open and close market buildings, set and reset alarms. Position tables and other equipment. Ensure rules and regulations are adhered to. Collect and bank tolls.
2. Ensure the security of all monies and property belonging to MDDC.
3. Ensure that all equipment used by traders is compliant with current legislation and liaise with building services for necessary repairs.
4. Ensure that the conduct of traders conforms to health and safety legislation and MDDC conditions of trade.
5. Maintain records as appropriate.
6. Keep up to date administration in connection with tolls and charges due and collected from traders.
7. Ensure that traders are informed of any changes to regulations or legislation.
8. Ensure that cleaners effectively keep all public areas clean and tidy.
9. Efficiently control lighting and heating.
10. Respond to alarm activations in manager's absence.
11. Liaison with other Agencies e.g. Community Service partnership during estate inspections.
12. Promptly remove graffiti to buildings and structures including reporting vandalism.
13. Use of ladders for changing light bulbs and high level cleaning.

OTHER DUTIES:

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

HEALTH AND SAFETY:

The Council has a health and safety policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

DATA PROTECTION:

It is the responsibility of the Post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

EQUAL OPPORTUNITIES:

The Council is committed to providing equality of opportunity, and has an Equal Opportunities Policy, which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Policy.

Date: February 2010

MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

The above competencies should be read in conjunction with the listed policies below. Managerial roles should pay special attention to the expectations of managers as set out within the staff charter.

The Code of Conduct, The Dignity at Work Policy, The Nolan Principles and The Staff Charter

PERSON SPECIFICATION**Market Assistant**

	ESSENTIAL	DESIRABLE
Qualifications and Experience:	<ul style="list-style-type: none">• Standard literacy and numeracy• Experience of working within a team and working with the general public	
Knowledge and Expertise:	<ul style="list-style-type: none">• General knowledge with regard to role, Awareness of Health and Safety Regulations including manual handling & use of ladders• Working with COSHH regulations.	<ul style="list-style-type: none">• Retail management experience
Skills:	<ul style="list-style-type: none">• Good communication skills• Ability to work on own initiative as well as part of a team• Able to work unsupervised	
Personal Attributes:	<ul style="list-style-type: none">• Reliable• Ability to communicate with all sections of the community• Adaptable• Committed to equality opportunity and understanding of diversity issues	
Special Requirements:	<ul style="list-style-type: none">• Hold a full driving licence as will be required to drive a council vehicle• Flexibility towards working hours	<ul style="list-style-type: none">• Competent at towing a trailer

Date: January 2011