

JOB DESCRIPTION

JOB TITLE:	Market Supervisor	JE NUMBER: A12274
DIRECTORATE:	Leisure, Culture and Community Wellbeing	BAND: 5
RESPONSIBLE TO:	Retail Development Manager – Markets and Pavements Centre	
RESPONSIBLE FOR:	Market Attendants	
MAIN PURPOSE OF POST:	To assist in the operation and function of Chesterfield's open-air markets ensuring they are fit to trade, welcoming, clean and safe. Manage a small team of Market Attendants ensuring they are supporting the needs of the Market and traders as required.	

DUTIES AND RESPONSIBILITIES:

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

1.	To ensure that the open markets are always fit for trade and market attendants are available as required to set up, clean and close down stalls.
2.	To plan the allocation of stalls on all of Chesterfield's open-air markets and event days in accordance with the Markets Handbook and Manager's instructions.
3.	To ensure boards and trestles are correctly positioned and stored and that parasols and other street and event furniture is laid out to plan as required and safely stored when not in use.
4.	To ensure the market area is clean and tidy at all times and to undertake specific cleaning tasks on a daily and weekly basis. Liaise with internal cleaning departments on shared cleaning responsibilities for the Markets area.
5.	To ensure that the clean-up operation by external and internal contractor is delivered to the standards required and signed off.
6.	To ensure that the trader storage boxes are taken out in the morning and stored in the afternoon safely on return, manage trader storage in the Market Hall as required, ensuring fees are collected in a timely manner.
7.	To drive the tractor and trailer from the market to and from the storage depots.
8.	To assist with the collection of fees and charges, issuing of receipts, banking and associated administrative work.
9.	To provide support as and when required to secure the efficient operation of the markets office functions.
10.	To carry out any necessary maintenance on market stalls, cleaning equipment and tools and that the market tractor vehicle checks are undertaken as required with any issues noted and dealt with accordingly.
11.	To ensure that the market attendants work in a safe manner, and that the markets operate in compliance with health and safety regulations.

12.	Maintain good relationships with market traders, other stakeholders and the general public.
13.	To assist with the operation of speciality markets and town centre events as required.
14.	Any other duties which are equal/similar to the responsibility level and grade of the post.

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.

Climate Change

The council's commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council's Climate Change Strategy.

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	
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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 Supervisor	JE NUMBER:	A12274
DIRECTORATE:	Leisure, Culture and Community Wellbeing	DATE:	October '25

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method
-		Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Good verbal communication skills. Good interpersonal skills and confidence in dealing with contentious issues.	Interview
•	An understanding of office, clerical and administration procedures, including simple book keeping skills	Interview
•	Manage aggression and resolve conflict.	Interview
•	Be well-organised and capable of prioritizing own work. Ability to manage, organise and prioritise workloads of others.	Interview
•	Physically fit and able to complete heavy and strenuous tasks on a regular basis. Understanding of safe Manual Handling practices essential.	Interview
•	Ability to work flexible hours, including early starts, weekends and some evening work as required.	Interview
•	Ability to work on own initiative and as part of a team	Interview
Desirable		
•	Ability to carry out general repairs.	Interview
•	Have some understanding of market stall construction and design.	Interview
EXPERIENCE		
Essential		
•	Previous Supervisory experience	Application Form
•	Receiving, handling and accounting for cash	Application Form
•	Experience of markets operations, retailing or business in a customer focussed environment.	Application

		Form
•	Working with the public and tenants.	Interview
Desirable		
•	Identifying hazards and responding to them effectively.	Interview
•	Previous work with waste management and the cleaning of outdoor grounds and spaces.	Interview
QUALIFICATIONS		
Essential		
•	Basic level of secondary education.	Qualification / Certificates
•	Driving licence.	Licence
Desirable		
•	Health & Safety certification.	Qualification / Certificates
•	First Aid certificate.	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	Interview

Level: 1	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. 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. 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.	Interview
Level: 1		
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. 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.	Interview
Level: 1		
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. 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.	Interview
Level: 1		
Collaborating and Partnering	People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information	Interview

Level: 1	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. For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable	
Developing self and others	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. 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	Interview
Level: 1		
Delivering Value for Money	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. 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	Interview
Level: 1		
Managing a Quality Service	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. 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	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. 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	Interview
Level: 1		