

## JOB DESCRIPTION

<b>JOB TITLE:</b> Purple Flag and Safety Advisory Groups Coordinator		<b>POST NUMBER:</b>	
<b>REPORTS TO:</b> Head of Public Protection (with input from Head of Economic Growth)		<b>GRADE:</b> 8	
<b>DEPARTMENT:</b> Public Protection			
<b>JE REF:</b> 4298		<b>PANEL DATE:</b> 26/11/2019	
<b>1.</b>	<p><b>MAIN PURPOSE OF JOB</b></p> <p>Purple Flag: to develop a Purple Flag partnership; to facilitate and service partnership meetings; to project manage the process leading to a Purple Flag submission in 2021; to coordinate communications around Purple Flag and evening and night time economy issues.</p> <p>Safety Advisory Groups: to facilitate and service meetings of the Events Safety Advisory Group and Sports Safety Advisory Group; to provide and co-ordinate requests for advice and information from event organisers, with the aim of ensuring events go ahead safely, and with any risks to crime/disorder and the environment minimised as far as possible.</p>		
<b>2.</b>	<p><b>CORE RESPONSIBILITIES, TASKS &amp; DUTIES:</b></p>		
<b>i</b>	<p>To work with a broad range of partners and stakeholders and be the central point in:</p> <ul style="list-style-type: none"> <li>• Developing a Purple Flag partnership and process</li> <li>• Developing safer events</li> <li>• Coordinating the work of the Events Safety Advisory Group and Sports Safety Advisory Group.</li> </ul>		
<b>ii</b>	<p>To develop and maintain a detailed knowledge of event safety legislation and guidance, and the most appropriate people to give specialist advice, and to provide advice, information and guidance to customers and businesses on event safety, including through the Council's website.</p>		
<b>iii</b>	<p>To be a conduit of information/advice between council officers, partner agencies and event organisers to support Purple Flag and the</p>		

	planning of safer events, maintaining accurate and up-to-date records of all such advice.
<b>iv</b>	To organise regular meetings, including SAGs, of council officers, partner agencies and event organisers, and to establish a new Purple Flag partnership to guide that element of the work. To keep accurate records of such meetings and share records of such meetings and relevant documentation appropriately.
<b>v</b>	To liaise with other cities and bodies involved in Purple Flag and ensure that York builds on existing good practice.
<b>vi</b>	To work in partnership with colleagues, other council departments and external agencies such as the police, fire and ambulance services, to protect the public and environment. This will include attending meetings and undertaking joint visits.
<b>vii</b>	Provide a timely response to urgent requests for assistance during normal office hours and when working out of normal office hours.
<b>3.</b>	<b>SUPERVISION AND MANAGEMENT OF PEOPLE</b>  None
<b>4.</b>	<b>CREATIVITY &amp; INNOVATION</b> <ul style="list-style-type: none"> <li>• Working with limited guidance to develop a new partnership structure, including identifying theme leads for the 5 planks of Purple Flag, creating a work plan for Purple Flag, and coordinating a process of self-assessment and review which will enable York to meet the required standards for Purple Flag status.</li> <li>• Maintaining and developing own knowledge of legal and technical matters relating to health and safety, and the protection of the public from crime and disorder.</li> <li>• Develop a communications plan for Purple Flag, ensuring that residents and visitors understand the benefits of Purple Flag progress that is being made as the project develops.</li> <li>• Required to show discretion and judgement when dealing with customers and determining which events should be circulated to group members and make recommendations as to which events should be discussed at partner meetings with the chair of the Groups.</li> <li>• Recognise opportunities to improve the effectiveness and efficiency of service delivery within the service including implementing and maintaining a system to share information with those who require it securely.</li> </ul>

	<ul style="list-style-type: none"> <li>• Produce materials giving practical advice and promoting the service in a variety of ways including online, leaflets, posters and presentations.</li> </ul>
<p><b>5.</b></p>	<p><b>CONTACTS &amp; RELATIONSHIPS</b></p> <p>Communicate complex legal and technical matters in a way that is easily understood by customers, businesses and stakeholders, including Elected Members.</p> <p>Being the central point of contact for a network of partners and stakeholders involved in events and the night time economy. Representing the Council in a professional manner with those external bodies, and working with Elected Members to ensure they are kept informed of progress.</p> <p>Ability to influence event organisers and others to comply with advice and information where there may be no statutory powers to ensure compliance.</p> <ul style="list-style-type: none"> <li>• Daily collaborative working with other colleagues in economic growth, public protection and relevant Council services and departments</li> <li>• Daily contact with managers and senior managers, including in external organisations, to develop the Purple Flag partnership, support SAG and update on changes in legislation, events or individual applications providing expert opinion.</li> <li>• To engage with the stakeholders, partners, public, businesses and event organisers on a daily basis and use a range of skills, including persuasiveness, negotiation and assertiveness to secure compliance with legislative requirements and good practice, sometimes in confrontational situations.</li> <li>• Regular collaborative working (often daily) with BID, Make it York, city centre partners, Police, Fire Authority, Ambulance Service as well as event organisers at operation level and on joint agency initiatives.</li> </ul>
<p><b>6.</b></p>	<p><b>DECISIONS – discretion &amp; consequences</b></p> <p>Required to show discretion and judgement when dealing with customers and determining which events should be circulated to group members and make recommendations as to which events should be discussed at partner meetings with the chair of the Groups.</p> <p>Ensure advice is practical to help events go ahead, but to do so safely. To refer matters requiring detailed advice to an appropriate person.</p> <ul style="list-style-type: none"> <li>• As day-to-day project manager of the Purple Flag process, to take routine decisions as appropriate to enable the project to develop, and to be the author of the Purple Flag application.</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinating the cycle of SAG meetings, developing the agendas of meetings, preparing minutes of meetings, and ensuring that all stakeholders are able to contribute fully to groups.</li> <li>• Use professional judgement to determine whether another agency has more appropriate enforcement powers and to refer those issues to other agencies in accordance with their requirements.</li> <li>• To follow policies and procedures when undertaking inspection duties whilst being able to respond appropriately to abnormal situations.</li> </ul> <p>The successful completion of the above will enable the City to achieve Purple Flag accreditation, protect the council from legal challenge, protect the council's reputation both locally and nationally as a high performing authority and maintain customer satisfaction levels.</p>						
7.	<p><b>RESOURCES – financial &amp; equipment</b></p> <p><i>(Not budget, and <u>not</u> including desktop equipment.)</i></p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: right;"><u>Value</u></th> </tr> </thead> <tbody> <tr> <td>• Pool vehicles</td> <td style="text-align: right;">£10,000</td> </tr> <tr> <td>• Smart phone and tablet</td> <td style="text-align: right;">£1,000</td> </tr> </tbody> </table> <p>The post holder will drive pool vehicles (they will not have key holder responsibility). The post holder will generally visit sites that are open to the public and no PPE will be required. If sites 'under construction' are visited then a hard hat, hi-vis and steel toe cap boots will be available.</p>	<u>Description</u>	<u>Value</u>	• Pool vehicles	£10,000	• Smart phone and tablet	£1,000
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8.	<p><b>WORK ENVIRONMENT – work demands, physical demands, working conditions &amp; work context.</b></p> <p><b><u>Work demands</u></b></p> <p>To work largely unsupervised to support the Heads of Economic Growth and Public Protection, balancing the requirements of both services.</p> <p>Planning, prioritising and monitoring own workload in accordance with the demands on both services (Economic Growth and Public Protection), performance targets and legal requirements and best practice.</p> <ul style="list-style-type: none"> <li>• The post holder is required to ensure that service objectives and customer service standards are met.</li> </ul>						

	<ul style="list-style-type: none"> <li>• Routine duties are always liable to be interrupted by unforeseen demands and the post holder is responsible for rearranging work patterns (maybe once or twice a month) in order to meet emergency situations where these arise.</li> <li>• Pressure to meet statutory deadlines and time limits.</li> </ul> <p><b><u>Physical demands</u></b></p> <ul style="list-style-type: none"> <li>• Mixture of office based and outdoor/on site working</li> <li>• The work involves use of computer equipment.</li> <li>• Transporting equipment, driving, lifting and carrying heavy and awkward equipment.</li> <li>• Inspection of premises that are still undergoing construction or refurbishment i.e. building works still taking place.</li> </ul> <p><b><u>Working conditions</u></b></p> <ul style="list-style-type: none"> <li>• Regular working on all kinds of business premises. Some 'site' working may involve working in inclement weather.</li> <li>• Some 'site' working in environments that are potentially physically hazardous (e.g. noise, dust, chemicals).</li> </ul> <p><b><u>Work context</u></b></p> <p>Some confrontational situations with members of the public and businesses.</p> <ul style="list-style-type: none"> <li>• The work of the post holder can involve lone working, working outside of normal hours, confrontational situations, and pressure of working to tight timeframes.</li> <li>• Late night work at events or as part of Purple Flag puts the post holder in situations where many people have been drinking and have the potential to act irrationally and sometimes aggressively.</li> </ul>
9.	<p><b>KNOWLEDGE &amp; SKILLS</b></p> <p><b>Person Specification: Essential Knowledge and Qualifications:</b></p> <p>Experience and knowledge of stakeholder management with Public and Private sectors organisations.</p> <p>Knowledge of the Evening and Night Time Economy and the key organisations involved in the support of that economy)</p> <p>Ability to collate and coordinate information from different sources.</p>

The ability to write accurate reports and statements to a standard for use in technical reports.

Ability to communicate complex legal information and council policies both orally and in writing.

High standard of keyboard skills and ability to create non-standard letters.

Knowledge and experience of office, IT and financial systems. The skills necessary to interpret and act upon information contained in databases.

A detailed knowledge of health and safety legislation, an ability to interpret it and communicate it to others in a clear and concise manner.

The ability to interpret technical information and apply it without supervision.

Good communication skills, both written and oral, to deal confidently and diplomatically with a range of audiences, including difficult customers.

Excellent inter-personal skills and the ability to work collaboratively and effectively with colleagues, other council officers, agencies and customers.

Good interpersonal skills and an ability to deal with difficult customers and confrontational situations.

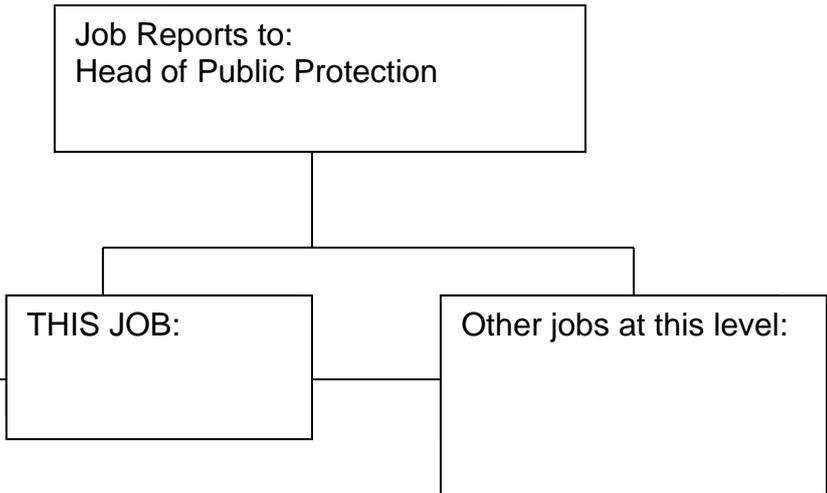
A good knowledge, understanding and application of IT systems (including databases) used within the service including Microsoft Office applications and Civica APP.

The ability to operate specialist equipment used by the service.

The ability to handle with private, confidential and sensitive information and deal with it in accordance with legislative requirements.

The ability to keep accurate records.

**10. Position of Job in Organisation Structure**



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Job Description agreed by:	Name:	Signature:	Date:
Job Holder			
Manager			