



Job Description

Job title	Market Operative	Hours	5 Hours per week- Friday
Department	Markets	Salary	SK10 pro rata (£33,598 per annum)
Location	Stamford Market	Contract	Permanent

Main Job Purpose

Carry out duties associated in the erection and dismantling of stalls and other associated duties to support the provision of markets within the district.

This may include weekly markets in Grantham (Saturday), Bourne (Thursday) and Stamford (Friday and Saturday) and any other specialised markets/fairs.

This role is not politically restricted.

Main Statement of Responsibilities

Provision of market stalls

- Undertake all duties associated with the siting and erection/dismantling of market stalls in accordance with the safe systems of work and as directed by the Charge Hand.
- Ensure market stall stores/facilities are kept clean and tidy.
- Undertake periodic cleaning duties as instructed by a Supervising Officer.

Transport and trailer Depending on individual market requirements, Operatives may be required to conduct associated driving duties e.g. safely operate the tractor/vehicle to tow stalls from storage area as required ready for unloading/loading.

Staffing of road closure Place the relevant road closure barriers as directed and staff the road closure barriers from time to time, when the appropriate training and qualification is obtained.

- Communicate the road closure requirements with traders and the public.

Meet and greet reception of traders Provide a meet and greet reception to arriving traders to ensure they are directed safely to their designated stall or plot, as per the weeks plan.

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Collection of waste from market traders Support and assist as required in the collection of waste from the market area.

Health and safety

- Work in a safe manner and in accordance with all risk assessments and safe systems of work.
- Undertake all relevant training provided and wear provided personal protection equipment (PPE) at all times when on duty
- Report all accidents and near misses to the Charge Hand or Markets Manager (to be completed immediately or as a minimum, by the end of the shift) and assist in completing relevant forms.
- Report immediately any known equipment defects/issues to the Charge Hand.



General

- Provide cover for activities required in delivery the of the market as may be requested from time to time. This may include providing cover at other markets.
- Activities shall only be undertaken when training has been provided on safe systems of work.
- Complete all payment claims accurately and legibly and submit for approval.

Core values

Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council’s operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident’s trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

Person Specification

Relevant Experience, Skills and Knowledge

Essential

- Range of manual skills.
- Able to lift, assemble and dismantle heavy market equipment.
- Able to complete work within a limited timescale in all weather conditions.
- Able to follow procedures and instruction.
- Able to work unsocial early morning hours and weekends.
- Able to work as part of a team, covering for holidays and sickness.
- Basic knowledge of Health and Safety issues.
- Be prepared as circumstances demand to be available if called upon at relatively short notice.

Desirable

- Previous experience of similar work/manual handling (e.g. scaffolding).

Relevant Qualifications

Essential

- Stall erection (training will be provided).
- Temporary traffic management (road closure) qualification (training will be provided) (Grantham and Stamford Markets only).

Desirable

- Full, current driving licence up to 7.5 tonnes (C1)
- Ability to tow and reverse a trailer between 3.5 and 7.5 tons.

Communication and Interpersonal Skills

Essential

- Able to be flexible and work as part of a team.