EXETER CITY COUNCIL

Job Description

DESIGNATION	:	Relief Mace Sergeant
GRADE	:	Grade B
POST NO	:	CS07121 - 123
DIRECTORATE	:	Democratic/Civic Support
UNIT	:	Civics
RESPONSIBLE TO	:	Lord Mayor's Support Officer & Senior Mace Sergeant
LIAISON WITH	:	Members and Officers of the Council and the general public

PURPOSE OF JOB

To serve at ceremonial and official functions. To be responsible for the security and the contents of the Guildhall, ensuring that the building is maintained to a high standard and that the public are welcomed and guided when it is open as a civic museum. To chauffeur the Lord Mayor and members of the Civic Party to functions as required. The Lord Mayor attends roughly 400 events a year.

MAIN ACTIVITIES

1. To assist with the general administration of the Guildhall including standards of cleanliness and security.

2. To provide a personal service to the Lord Mayor and other civic dignitaries at the Guildhall, or elsewhere in the City, in connection with any civic duties.

3. To assist in the arrangements for functions, including weddings, involving entertainment and hospitality at the Guildhall and to attend such functions as required by the Lord Mayor.

4. To prepare the Guildhall for ceremonial and official occasions, including the laying up of tables and the cleaning of table silver, acting as Wine Steward at official Dinners.

5. To be responsible for the security of the Guildhall artefacts ensuring the alarm and fire protection systems are operative at all times. To patrol the public areas and exhibits at regular intervals.

6. To carry a Mace during formal Civic Processions and organise the ceremonial elements of civic events as required.

7. In the absence of the Senior Mace Sergeant to liaise with the 'approved' caterers and other contractors to the Guildhall. To assist with providing tea and coffee for visitors.

8. In the absence of the Senior Mace Sergeant to be responsible for the ordering of stores and the weekly requisitioning of laundry.

9. To be available for the hoisting and taking down of flags from the Guildhall.

10. To assist the public when the Guildhall is open as a museum, answering questions and offering information about the building. Guiding organised tours around the building and giving talks on the history of the Guildhall. Selling postcards and other tourist literature.

13. To clean the Main Hall and other facilities on the ground floor, stairs up to double doors off hallway, Robing Room and toilet, courtyard, boiler house and cellars in the absence of the regular cleaner. To maintain a high standard of appearance for the Guildhall.

14. Deliver and collect mail from Civic Centre as required.

15. To hold the keys to the Guildhall and be responsible for locking and unlocking the building and operating the electronic alarm system.

16. To make entries in the Civic diary kept at Guildhall as requested by the Lord Mayor's Support Officer.

17. To act as Lord Mayor's Chauffeur and be responsible for the Civic Car as and when required and directed by the Lord Mayor's Support Officer/Senior Mace Sergeant.

18. To handle the Civic Regalia with dignity and care at all times.

19. To prepare the Guildhall for private hire and remain during the event for security reasons

DATE LAST UPDATED: November 2017

EXETER CITY COUNCIL
PERSON SPECIFICATION

DEMOCRATIC/CIVIC SUPPORT
CIVICS

RELIEF MACE SERGEANT - POST NO: CS07121-123

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
Good general standard of English, oral and written	✓	
EXPERIENCE/KNOWLEDGE SKILLS		
Knowledge of civic etiquette and protocol		✓
SPECIAL REQUIREMENTS/ATTITUDE		
Interest in historical events and building	✓	
Interest in the care and maintenance of artefacts	✓	
OTHER		
Ability and willingness to assist in the movement of furniture and general maintenance tasks.	✓	
Willingness to work evenings and weekends as required.	✓	
Smart appearance	✓	
Willingness to wear a uniform/robes.	✓	
Well developed interpersonal skills, and the ability to engage with visitors and tourists in a polite and respectable manner at all times.	✓	
Ability to be discreet and discerning when dealing with Lord Mayor or Mayoralty issues.	✓	
Clean driving licence		

COMPLETED BY: **Emara Roth Lord Mayor's Support Officer**
DATE: **November 2017**