City of Edinburgh Council job description

Post title	Night-time Economy Coordinator
Directorate	Place
Service	City and Neighbourhood Services
Responsible To	City Centre Manager
Number of post holders	One

Purpose of job

Edinburgh's evening and night-time economy is a vital part of the city's identity, supporting jobs, business, culture, tourism and vibrant communities. With millions of people enjoying the city after dark each year, the Night-time Economy Coordinator will play a key role in shaping a safe, inclusive, sustainable and thriving city at night. The role will provide strategic coordination to support the development of a prevention focussed, safe, inclusive, sustainable and successful night-time economy. It will bring together businesses, communities, public services and other key stakeholders to identify opportunities, address challenges and deliver practical improvements to Edinburgh's city centre and neighbourhood night-time economies.

The what - major tasks and job activities

In the role, you'll:

1. Act as the Council's lead officer for the night-time economy.
2. Develop and maintain relationships with all key stakeholders, acting as a central point of contact for statutory and non-statutory services, businesses and the voluntary and third sectors.
3. Identify the key risks, challenges and opportunities within the night-time economy.
4. Develop and deliver targeted actions which enhance the night-time economy, with a focus on prevention, safety and inclusivity in the night-time economy.
5. Advise senior management, elected members and stakeholders on night-time economy policy and placemaking.
6. Support the delivery of key Council activities and responsibilities in relation to culture, tourism, licensing, transport and community safety.
7. Contribute to the wider delivery of city centre initiatives and improvements.
8. Manage and deliver service improvement. Identify ways to improve the service. Seek opportunities to reduce costs.

The how - knowledge and skills, creativity and innovation, contacts and relationships, decision making

You'll bring:

- A Degree level qualification (SCQF 9) in a relevant professional discipline. Or equivalent experience.
- Experience in the night-time economy or a related field (hospitality, culture, events, placemaking, regeneration, public engagement, destination management, BIDs, town centre management, communications or partnership development)
- Strong leadership, people and partnership management skills.
- Experience of developing new relationships and partnerships to design and deliver plans and/or strategies.

In the role you'll:

- Develop a network of relationships with key stakeholders, which drives a range of activities aimed at enhancing the night-time economy.
- Design, in consultation with partners, a targeted action plan with key deliverables and outcomes.
- Develop a suite of indicators to demonstrate improvements and highlight challenges in the night-time economy, effectively informing strategic direction.
- Identify new policies and practices, including setting the priorities for night-time economy.

You'll regularly take decisions on:

- Issues relating to the development of the night-time economy. You'll follow policies and procedures and ensure effective engagement with all stakeholders
- How to interpret data, intelligence and information to form a range of appropriate actions, gaining the buy-in of stakeholders and seeing activities through to implementation.
- How the evening economy resources should operate

The decisions you take will:

- Have an operational impact across the city centre. You'll ensure that work undertaken meets the aims and objectives of enhancing the night-time economy.
- Have financial, safety and reputational consequences to the Council.

Environment (work demands, physical demands, working conditions, work context)

You'll normally work:

- Flexible hours of work, with a significant proportion of your working time spent in the night-time economy.
- To strict deadlines. You'll re-organise and redirect resources to accommodate frequently changing priorities and circumstances.
- Within the range of normal office-based activities in terms of physical demands.

Supervision and management of people

You'll be responsible for:

- Oversight of a range of officers and partners, ensuring actions are appropriately assigned and delivered.
- Management of a partnership, including chairing appropriate forums to drive activity.
- Management of external contractors.

Resources the job holder will be responsible for

You'll have shared responsibility for an annual non-staffing budget of up to £500k. This will be used for investment to support service aims and delivery.

Additional information - health and safety

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager;
4. Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the Council Health and Safety Policy.