

## **London Borough of Lambeth**

### **JOB DESCRIPTION**

**Job Title:** Vauxhall Night Time Enterprise Zone Manager  
**Grade:** PO6  
**Division:** Economy, Culture and Skills  
**Directorate:** Sustainable Growth and Opportunity  
**Responsible to:** Head of Economic Development

#### **Main purpose of post**

Night Time Enterprise Zones (NTEZ) are a new Mayoral initiative to help high streets thrive from 6pm and enable more Londoners to have access to vibrant, welcoming high streets in the evening. The post holder will be responsible for driving the delivery of the Vauxhall Night Time Enterprise Zone programme across the 12 month accreditation period. They will lead a broad consortium of local partners to:

- Extend opening hours and boost activity on the high street after 6pm, giving businesses more opportunities to increase income and footfall.
- Give local people and visitors better access to shops and services after 6pm.
- Make the high street more welcoming and inclusive for a diverse range of people after 6pm.
- Increase the number of night workers that benefit from good work standards.

#### **Key Accountabilities**

To identify and lead the development and delivery of activities in line with the Vauxhall Night Time Enterprise Zone proposal, the Borough Plan, Economic Resilience Strategy and other relevant borough priorities.

To work closely with Vauxhall One BID and provide brokerage and liaison between the BID and the council to support the delivery of activities in the Vauxhall Night Time Enterprise Zone.

To provide support to the Neighbourhood Regeneration team's Vauxhall programme and regeneration projects that contribute to the delivery of the Vauxhall Night Time Enterprise Zone objectives.

To liaise with officers and members across the organisation and facilitate the Vauxhall Night Time Enterprise Zone Board ensure a cross-council approach to delivery.

To liaise with and convene a consortium of partners and stakeholders within the Night Time Enterprise Zone, including but not limited to Vauxhall One BID, the Lambeth Portuguese Wellbeing Partnership, the Black Prince Trust, Lambeth Links and the Safer Business Partnership, ensuring strong local business engagement in the project.

To actively engage and consult with residents, businesses, citizens and communities within the Vauxhall Night Time Enterprise Zone – with a particular focus on Portuguese speaking, Black or minority ethnic or LGBTQ+ communities – to address local issues impacting the night time economy, utilising best practice co-design methodologies.

To drive involvement in any external fundraising activities that could provide match funding for the Vauxhall Night Time Enterprise Zone project.

Undertake regular analysis and review of Vauxhall Night Time Enterprise Zone activities to ensure the initiative is informed by local need, potential, opportunities as well as barriers and constraints on growth.

To lead the procurement and management of third parties or consultants to deliver work within the Night Time Enterprise Zone as required, such as design, event management, or evaluation.

To act as the main point of contact for the Greater London Authority 24 Hour City team throughout delivery and represent the Vauxhall Night Time Enterprise Zone.

To ensure that documentation, budget monitoring and project planning information is prepared in a timely and accurate manner, and that summary reports are produced as required for the Greater London Authority in line with monitoring and funding requirements.

To ensure production of weekly, quarterly and ad hoc updates and reports on the programme's activities and progress against KPIs outlined in the funding agreement for senior managers, members and the Greater London Authority.

To work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.

To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others; Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

### **Budgetary responsibilities**

The post holder will be responsible for the delivery of the Vauxhall Night Time Enterprise Zone grant.

The role is responsible for the authorisation of transactions up to an approved limit as prescribed by scheme of delegations.

The post holder will be required to manage or supervise the management of finances associated with the Vauxhall Night Time Enterprise Zone, including raising POs, ensuring the timely processing of invoices and maintaining reliable records.

### **Other**

The post holder should be prepared to work outside of normal hours, including attending evening meetings, and occasional weekend working.

The job holder's decision making authority is determined by Council policy and procedures.

## PERSON SPECIFICATION

### Vauxhall Night Time Enterprise Zone Manager PO6

It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).

You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.

If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a "Tick" (✓) on the person specification when you complete the application form.

	<b>Key Knowledge</b>	<b>Shortlisting Criteria</b>
<b>K1</b>	Relevant degree or professional qualification, membership of relevant professional organisation or relevant experience.	<b>A</b>
<b>K2</b>	Detailed knowledge of the range of issues relating to current Government policy on economic development and the role of local government and local strategic partnerships.	<b>A ✓</b>
<b>K3</b>	Knowledge of local authority process and structures in relation to economic development, regeneration and renewal.	<b>A ✓</b>
<b>K4</b>	Knowledge of funding regimes, budgetary processes, procurement, contract management, risk management and of monitoring and reporting techniques at an operational level.	
	<b>Relevant Experience</b>	
<b>E1</b>	Strong experience of commissioning and managing public or private sector funded major economic development initiatives	<b>A ✓</b>
<b>E2</b>	Experience of working with local businesses communities to deliver economic development projects	<b>A</b>
<b>E3</b>	Experience of stakeholder and partnership management within the public sector or similar environment, building support and maintaining a high level of commitment through communications and effective influencing skills	<b>A ✓</b>
<b>E4</b>	Experience of supervising and recruiting consultants or external agencies	
	<b>Key Behaviours</b>	
<b>B1</b>	<b>Focuses on People</b> Is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. It's about ensuring we have the right processes in place.	
<b>B2</b>	<b>Takes Ownership</b> Is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.	<b>A ✓</b>
<b>B3</b>	<b>Works Collaboratively</b> Is about helping each other, developing relationships, and understanding other people's roles. It's about working together with	<b>A ✓</b>

	colleagues, partners, and customers to earn their respect, and get the best results.	
<b>B4</b>	<b>Communicates Effectively</b> Is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.	<b>A</b>
<b>B5</b>	<b>Focuses on Results</b> Is about ambition and achievement. It's about orienting ourselves towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better.	

