



Job Description

Job Title	Commercial Development Assistant
Department	Commercial Development
Grade	B
Location	Barbican Centre
Responsible to	Commercial Development Officer
Responsible for	N/A

Purpose of Post

1. To provide general administrative and operational support to the Commercial Development Team to ensure the department is run efficiently and that there are the correct systems, policies and procedures aligned in place to support its systems.
2. To provide day-to-day management support to the Commercial Development Officer.
3. In liaison with the Commercial Development Officer to support the Barbican's management of the Car Parking and Catering contracts and provide general assistance with auditing processes.

Main Duties & Responsibilities

4. To support the Bars Operations Manager as necessary providing general administration support. This will include processing orders and invoices, assisting with stock control and providing high level customer service support as required
5. As directed by the Commercial Development Officer, to maintain the Barbican car park facilities from ensuring that they are clear, safe and secure, through assisting

with reviewing parking rates, conducting audits of season passes and tickets, maintaining the corporate parking system to processing invoices, card payments & direct debits and responding to any general car park inquiries.

6. To assist the Commercial Development Officer in managing the day-to-day catering function at the Barbican Centre. This will involve assisting with research and purchase of new equipment or other kitchen items, supporting on the arrangement of service contracts for catering equipment and assist with sourcing best value maintenance suppliers.
7. Will work in conjunction with the Engineering team on a regular basis under the direction of the Commercial Development Officer, to ensure smooth running of contracts and that special catering provisions for various events associated with both the Arts Programme and the use of our facilities by visiting artists, associates etc has been facilitated as agreed.
8. To undertake general departmental administrative duties for the Commercial Development department including maintaining the department's HR records and taking meeting minutes.
9. Manage the Head of Commercial Development, Commercial Development Officer and Bars Operations Manager's credit card expenses including scanning and uploading of receipts.
10. To use the City of London's purchasing system, CBIS, to raise purchase orders and to enter invoices onto the system. Create new suppliers and keep current suppliers up to date.
11. To use Artifax (the Barbican's venue booking system) and take responsibility for ad hoc Artifax bookings for the Head of Commercial Development and Commercial Development Officer.
12. To monitor and order stationery and consumables for the Commercial Development office, as necessary.
13. To maintain the Commercial Development Departments asset register, signatory permissions in catering outlets and access to staff catering concessions.
14. To be the fire marshal for the Commercial Development office.
15. To regularly undertake office audits of the Commercial Development and Bars offices, ensuring the City of London's data protection rules are being adhered to, offices are kept tidy and fire prevention rules are being followed.
16. To perform any other appropriate duties as specified by the Head of Commercial Development, Commercial Development Officer and Bars Operations Manager.
17. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.

18. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
19. To undertake any other duties that may reasonably be requested appropriate to the grade



Person Specification

Job Title	Commercial Development Assistant
Department	Commercial Development
Grade & Level	B
Trent Position Number	05L0168/001

Please find below the key skills, experience and core behaviours required to undertake this post.

Technical Skills / Professional Qualifications / Relevant Education & Training

- Proficiency in various computer packages including Microsoft Office (especially Outlook, Word and Excel).
- Experience of working with and maintaining databases or purchasing systems (e.g., CBIS)
- Good written communication skills with the ability to take meeting notes and reply to customer queries, comments and requests via email
- Good oral communication skills with the ability to maintain productive relationships with customers, contractors and internal stakeholders

Experience Required

- Substantial administrative experience in a busy office, preferably within a contracts, facilities, or operations department
- Demonstrable diary management experience
- Experience of maintaining office systems

- Exceptional communication skills (succinct written and clear verbal communication particularly on the phone). Good written English and a confident and pleasant telephone manner
- Excellent organisational skills and the ability to manage changing priorities effectively
- Positive attitude and willingness to take ownership of and overcome challenges, both individually and within a team
- Ability to work in an environment with a wide and diverse audience/client base
- Commitment to delivering excellent customer service

Other Relevant Information e.g., working hours or desirables (only if applicable)

- To have an understanding of the tendering process and associated administrative processes
- The ability and willingness to learn and adapt to new software
- Flexibility on working hours to support the requirements of the Head of Commercial Development & Commercial Development Officer

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

Starting salary for this job is £24,880 per annum inclusive of London Weighting. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on a permanent basis.

Hours of Work

The hours of work are 35 hours per week excluding lunch break, Monday to Friday, but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 24 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any



queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.