

The **acc** Liverpool Group

# THE ACC LIVERPOOL GROUP

## Job Description & Role Profile



Operations and FM

# Venue Logistics Operative

**REPORTS TO: Venue Logistics Manager**

**DIRECT REPORTS: NA**

## JOB PURPOSE

To assist with the physical changeover of all areas of the M&S Bank Arena, Convention Centre and Exhibition Centre Liverpool from event to event to meet organisational needs and plans.

## MAIN DUTIES AND RESPONSIBILITIES

- Set-up and de-rig allocated rooms and areas of The ACC Liverpool Group including change over for alternative use, to meet specified timeframes.
- Facilitate the correct storage of all equipment and furniture to ensure all storerooms and their contents are kept clean and report any defects to furniture and equipment immediately.
- To undertake light maintenance and cleaning duties as instructed by the Venue Logistics Manager.
- Support the Senior Venues Operative to ensure basic repair and maintenance on equipment is undertaken as deemed appropriate.
- Assist production companies/clients/service partners etc with the load in and load out/deliveries within the venue incorporating the use of forklift trucks (trained and licensed personnel only)/pallet trucks/trolleys etc where necessary to ensure successful delivery of events.
- Assist production companies/clients/service partners etc with build up and break downs – general maintenance duties incorporating the use of mewps (trained and licensed personnel only) where necessary.
- To undertake exhibition and general event markouts as requested by the Venue Logistics Manager.

- To fulfil the porter role throughout The ACC Liverpool Group as and when required.
- Assist the Senior Venue Logistics Operative and Venue Logistics Manager to ensure client needs are met.

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## GENERAL

- To contribute to the success of our One Team culture to deliver our aims and objectives, maintaining a flexible and positive attitude.
- To adhere to The ACC Liverpool Group's Health and Safety policies and procedures and to observe a duty of care to all visitors, staff and contractors to ACC Liverpool.
- To undertake any other duty commensurate with this post as determined by your manager.
- This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.
- It is inevitable over time that the emphasis of this job will change, therefore this information will be periodically reviewed, revised and updated involving the post holder.

## ROLE PROFILE

ATTRIBUTES	DESCRIPTION	ESSENTIAL/ DESIRABLE	HOW MEASURED
<b>TRAINING &amp; QUALIFICATIONS</b>	Licence for Forklift Licence for cherry picker Licence for scissor lift Manual handling certificate	Desirable Desirable Desirable Essential	I A
<b>EXPERIENCE</b>	Demonstrable experience of sector and especially arena workings Demonstrable experience of venue logistics	Desirable Desirable	I A
<b>SKILLS &amp; KNOWLEDGE</b>	Understanding of health and safety	Essential	I A
<b>KEY ATTRIBUTES</b>	Pragmatic Resilience Confidence	Desirable Essential Desirable	I A

**Key for How Measured:**

I - Interview

P - Presentation

A - Application

E - Exercise

T - Test

AC - Assessment Centre

CS - Case Study

Signed by Employee:

Date:

Signed by Line Manager

Date