



Event Operations Manager (GB)

Job Description

We are recruiting an Event Operations Manager in a new position for the company during our expansion of Traffic Management Operations, reporting to the Managing Director.

We provide a range of NHSS certified Traffic Management services to the Event Industry, such as Sports Stadia, Racecourses, Concerts & Agricultural events across the United Kingdom. Our services include;

- ✓ 12D TTM (Road Closures, Traffic Lights, Stop Go's, Lane Closures, Contraflows etc)
- ✓ CSAS Police Accredited Traffic Officers
- ✓ Event Car Park Management
- ✓ No Parking Restrictions
- ✓ Event Directional Signage
- ✓ Traffic Management Stewards

Given our growth, we now need to strengthen our management team. The candidate will have significant control to oversee all aspects of our service delivery, including developing new products, services and clients and helping recruit key staff to drive quality and growth.

The role will be based in our Oxfordshire office, with regular travel across UK, such as to our other offices and client sites, including overnight stays away from home.

Given the nature of work, hours will be irregular with a significant element of working outside normal office hours at major events & deployment locations.

Our ideal candidate will demonstrate:

- ✓ Ability to plan and deliver projects on time and to specification
- ✓ A friendly, outgoing and confident manner, particularly when working with clients and staff
- ✓ Strong team player and leader
- ✓ Good working knowledge of traffic management, legislation and National Highways Sector Scheme
- ✓ Self-motivated, versatile and highly organised, with an acute attention to detail to deliver work at a consistently high standard
- ✓ A passion to develop new skills, including adopting new technology and improving safety in the workplace
- ✓ Ability to sell our services to existing and potential customers

Essential Skills and experience:

- ✓ Fluent in spoken and written English
- ✓ Ability to write plans & reports to a high standard
- ✓ Proven ability to work in partnership with stakeholders such as Police, Highways Authority, Local Authority and clients
- ✓ Full UK Driving Licence with no more than 6 penalty points
- ✓ Clear Criminal Record Check which will enable to obtain Police accreditation under CSAS



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- ✓ High Level skill in use of Microsoft Office including Word, PowerPoint, Excel and Outlook
- ✓ Experience in people management at leadership level, including experience in project management leading with teams of 4 or more persons
- ✓ Able to undertake manual lifting of Traffic Management equipment when required

Preferred Skills and experience:

- ✓ Holder of any of the following: NHSS 12D 1/2/3/5/6/7
- ✓ Experience of creating Traffic Management Drawings using CAD systems such as Cone11
- ✓ Experience of working in Event Traffic Management at a Supervisor or Manager level in the United Kingdom

Due to COVID-19, this role will temporarily involve aspects of working from home until social distancing measures are relaxed.

Position will commence 1st May 2021. To apply email CV + cover letter stating experience and its relevance to info@trafficmanagementcompany.com by 18th April 2021.