



Wokingham Town Council

Role Profile

Job Title	Chief Executive & Town Clerk
Reports to	Chair (Mayor) and Leader of Council
Responsible for	The overall leadership and Management of Wokingham Town Council's democratic and business delivery.
Hours of work	<p>The town council has a 37-hour week but because of the seniority of this role, the postholder will be expected to work additional hours as needed, remunerated as TOIL.</p> <p>This will include some evening and weekend attendance or response to emergencies, as required by Council.</p>
Salary	Local Council Band 4 - £56,658-£60,007 dependent on experience
Key Contacts	<p>Internal:</p> <ul style="list-style-type: none">• Elected Councillors• Town Council staff <p>External:</p> <ul style="list-style-type: none">• Service providers• External bodies• Contractors• Community groups/organisations• Voluntary sector organisations• Local Government and other public bodies (police, fire etc)• Members of public• VIP, Civic dignitaries
Job Purpose	<p>As head of the organisation, to have overall responsibility for all aspects of the Council's democratic and business responsibilities, ensuring the Council's delivery is both legal and in the best interests of its residents.</p> <p>As the Council's senior manager to uphold the highest standards of public service, in line with the Nolan Principles of Public Life.</p> <p>As this is a politically constituted Council, to effectively interact with elected Councillors and to manage the complexities of a political landscape.</p> <p>With a thorough knowledge of local government law, to act as the Council's principal legal adviser.</p> <p>To manage the Council's services, resources and staff. To advise upon and administer all aspects of the Council's work and to promote the role of the Town Council in securing good and effective governance for the town.</p>

	<p>The role of Town Clerk is defined in law as the Proper Officer of the Council and, as such, is under a statutory duty to carry out all the functions required by law of a local council's Proper Officer. The role is entirely apolitical.</p> <p>The Chief Executive & Town Clerk will be responsible for ensuring that the instructions of the democratically elected Council are carried out. The post holder is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities and, in particular, to produce all the information required for making effective decisions and to implement constructively those decisions.</p> <p>The post holder will be accountable to the Council for the effective management of all its resources and will report to it as and when required.</p>
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Principal Accountabilities:

1. Main Responsibilities/Accountabilities:

- 1.1. To head the organisation. Reporting to the Chairman (Mayor) and elected Councillors to act as the Council's principal adviser; to manage the Council's services; resources and staff; to advise upon and administer all aspects of the Council's delivery. To be accountable to residents.
- 1.2. Whilst maintaining neutrality; to work effectively within a politically diverse environment, managing sensitive and confidential situations.
- 1.3. To maintain an up-to-date knowledge of local government law.
- 1.4. To be visible and accessible to the public. Acting as the Council's representative, to proactively ensure effective and inclusive development and dissemination of regular communications, using up-to-date and inclusive means.
- 1.5. To oversee the management of the Council's parks, properties, buildings and historic artifacts, ensuring that the Council's obligations for risk management are properly discharged and that the Council complies with health and safety legislation.
- 1.6. To respect, oversee and attend the Council's ceremonial and civic functions and historic obligations, including the wearing of ceremonial dress.

2. Strategic and Business Planning

- 2.1. To organise and co-ordinate a strategic planning/visioning exercise with members at the start of each term, to produce an outline vision statement with overall objectives for the Council and aspirations for the term.
- 2.2. To prepare and implement an annual business plan with outline budgets based on a four-year projection covering each overall strategic objective or priority identified by Council.
- 2.3. To align staff activity to the delivery of the Council's plans.

3. Democratic responsibilities

- 3.1. To keep under continuous review the legal framework within which the council operates, advising members of changes or proposed changes to law or public policy which may affect the Council.
- 3.2. To advise elected members of the options available on matters raised at meetings, upon which decisions are required. To ensure that all meetings are called within the legally required timescales and in the proper manner and that all agendas are properly presented.
- 3.3. To advise the Council on points of procedure to ensure that business is conducted in a lawful manner and legally competent decisions are made and recorded.
- 3.4. To research and present available options to members on any matter before them and verify third-party reports, so far as practical, to facilitate lawful and reasonable decision-making.
- 3.5. To minute, or arrange for minutes to be taken, of all formal meetings of council or its committees to ensure that resolutions are accurately recorded, with sufficient detail of discussion to show proper consideration of all relevant matters.

4. Staff Leadership and Management Functions

- 4.1. To set, model and maintain professional standards throughout the staff team, acting when necessary to uphold these standards within the Council's equality, diversity and inclusivity policy.
- 4.2. To manage staff performance effectively.
- 4.3. To monitor and advise on any changes to employment law or national agreements.

5. Financial Responsibilities

- 5.1. To have overall responsibility and accountability for the Council's budget.
- 5.2. To manage the Responsible Financial Officer (s151 Local Government Act 1972) to oversee and ensure the transparent use of public funds.
- 5.3. To oversee the Council's procurement for external contracts ensuring proper procedures for tendering, and assessment of risk and value for money.

6. General responsibilities

- 6.1. To act as principal conduit of communication for the Council both internally and externally.
- 6.2. To monitor the effectiveness of procedures and policies, to advise Council when reviews or updates are appropriate and to advise of options available.

7. Other Information

- 7.1. The post holder may be required to work unsocial hours including evenings and weekends and respond to any emergency. Remuneration for non-contracted hours will be by TOIL.
- 7.2. The post holder must be able to travel throughout the Town Council's estate.
- 7.3. The post holder will be required to comply with the Council's policies and procedures, and to undertake professional development as appropriate. In particular
 - 7.3.1 To achieve/maintain the qualification necessary for the council's eligibility for the General Power of Competence (as provided in the Localism Act 2011 ss1-8 and prescribed in Article 2 paragraph 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (SI2012/965).
- 7.4. All employees must be able to commit to Wokingham Town Council's inclusivity policy and values, treating colleagues and customers with dignity and respect.

This document describes in general terms the duties and responsibilities of the post at the time it was drafted.

This is not to be taken as exhaustive nor exclusive, and duties may be varied at any time, in consultation with the postholder, to meet the needs of the service. Such variations are a common occurrence and cannot, of themselves, justify reconsideration of the grading of the post.

Person Specification

Chief Executive & Town Clerk

Competences to be tested initially at application stage.

	Competence	Essential	Desirable	Demonstrated by
1	Qualifications	Degree level or equivalent alternative qualifications and experience. Certificate in Local Council Administration. (If not held will be contractually required to complete within first 12 months of appointment).		At application.
2	Policy and strategic management	Policy analysis skills and the ability to address and resolve complex issues.		Evidence of giving advice on policy issues, and of recommending strategy on difficult/complex issues.
3	Political Sensitivity	Able to gain and retain the confidence of Councillors, local Community representatives, and outside organisations.	Experience of working in a political environment.	Able to demonstrate or articulate the key practical requirements for operating in a political environment.
4	Team management and Leadership	Able to lead, direct and motivate a team, to effectively build teams and encourage collaborative working between team members, councillors and other stakeholders.		At least two years in a senior management position, involving direct management of a team of employees and direct accountability to eg Councillors or a management board.
5	Legal knowledge and skills	Understanding of legal responsibilities and sufficient general understanding of the law to be able to procure effective legal advice and support.		Previous experience of role specific legal responsibilities and of procuring legal support. Hold or undertake to achieve qualification as prescribed in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (SI2012/965).
6	Communication skills	A high level of written, reporting, and presentational skills; excellent interpersonal skills. Understanding of marketing and publicity; experience of pro-active		Previous experience in a post demanding application of these skills, and

		communication with local press and other media.		involvement in marketing of facilities/or services and in external relations.
7	Financial Management	Competent in management of a significant budget; understanding of budget control, and of financial analysis and process.		Previous responsibility for complex budgets, demonstrable understanding of issues of probity and sound financial management applying in the public sector.
8	Service Delivery	Able to apply key principles of effective service provision, customer care, service planning etc.		Record of achievement on running and developing services directly or through contractors; familiarity with concepts of business and service planning.
9	Administrative and Organisational skills	Understanding of effective business administration to create organisational effectiveness.		Previous success in establishing and managing new or changed organisational structures.
10	Experience and knowledge of Local Government		A good understanding of Local Government's structure, functions, responsibilities and procedures. Demonstrable understanding of the legal requirements affecting local authorities.	Previous experience of working with and advising local authority Committees and elected members (or equivalent).
11	Managing Contractors	Ability to secure effective running and/or maintenance of Council facilities by contractors, voluntary groups etc.		Previous experiencing of specifying and monitoring services to be provided by others.
12	Information & Communications Technology	Non-technical understanding of the use and application of ICT.		Evidence of the use of ICT to meet practical needs and improve effectiveness in a business setting.
13	Operational	Able to attend evening and weekend events and play a part in ceremonial and related activities.		Acceptance at time of appointment.
14	Personal qualities	Approachable and responsive with staff and members of the public. Able to secure good relationships with Councillors and other stakeholders. Strength and resilience to manage challenging situations.		Previous experience in a post demanding application of these skills; involvement in services and/or in external relations.

		<p>Able to work effectively under pressure. Effective negotiator and influencer. Self-reliant, open, and honest. Practical with common sense approach to problem solving. Trustworthy with confidential information. Capable of anticipating problems and showing initiative to solve them. Receptive to change and new ideas. Methodical and thorough approach.</p>		<p>Demonstrated at interview.</p>
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