

SWANLEY TOWN COUNCIL

JOB PROFILE

Job Title:	Chief Executive Officer
Reports to:	Town Council
Responsible for:	Parks Director, Venues Manager, Assistant Town Clerk, Responsible Finance Officer, Marketing & Democratic Services Officer, Link Manager
Salary:	LC3 & LC4, (SCP 42-62) £45,859+ negotiable and commensurate with experience and qualifications
Hours:	Full Time – 37.5 hours per week (including evenings and weekends)

Purpose

To act as Chief Executive Officer and Head of Paid Service to Swanley Town Council with overall responsibility for highly effective corporate and operational management of the Town Council.

We are looking for an enthusiastic town clerk / chief executive officer to improve the town and running of council services, and to work closely with the Leader of the Council, Mayor and other town councillors, delivering a programme of investment and activities that enhance our residents' lives and amenities.

Swanley Town Council has an annual budget of approximately £1.8 million, over 20 permanent members of staff and 16 town councillors. The Town Council is an award-winning council, having been awarded 'Gold' in the Local Council Award Scheme; three green flags for its parks and silver gilt in the South East in Bloom competition.

Overview

The key responsibility areas set out below outline the range of responsibilities required. They are not a comprehensive list.

Job profiles will be reviewed annually in accordance with organisational needs and any major changes will be discussed with the postholder.

Key Responsibility Areas

- Undertaking the statutory role of the Proper Officer of the Council to secure effective leadership and management development and motivation of all employees.
- Develop and formulate a strategy, in consultation with the Members of the Town Council, supporting the decision-making process and implementing policies ensuring an effective review process to monitor the impact on the community.

- Develop and monitor procedures and systems within the Council to ensure that all statutory, legal and financial responsibilities are fulfilled and are in full compliance with the requirements and expectations of the District Auditor. Ensure that the District Auditor's reports and recommendations are responded to thoroughly and promptly.
- To continuously review maximising income-generation potential of existing or new activities, to allow the council to invest even more in its services. Equally, to provide savings wherever possible to achieve the same aim.
- Ensure that all services operated by Swanley Town Council are managed in line with best practice, to optimise their long-term value as assets to the local community.
- To have overall responsibility for town council premises, including The Olympic, The Alexandra Suite & Clocktower Pavilion, Swanley Park, The Civic Centre and The Recreation Ground.
- Liaise with business, special interest and other groups in the community to generate and appraise new ideas and projects which will enhance the Swanley community and/or its environment, and present a comprehensive business case for evaluation and approval.
- Analyse and determine the human resource requirements for the professional and other categories of staff of the Council in order that sufficient people are recruited, deployed, developed, retained and motivated to provide the necessary services on behalf of Swanley Town Council. Oversee all holiday and sickness records.
- Establish effective communications links with representatives of Sevenoaks District Council, Kent County Council and other relevant authorities or institutions to ensure co-ordination on policy to avoid conflict and/or duplication of service provision to the community.
- Support managers in delivery the performance management procedures of the Town Council and ensure all colleagues are aware of their performance against expectations at all times.
- Maintain a talent pool of future resourcing. Furthermore, to recommend and secure training for councillors to improve the overall management of the council.
- Ensure the duties and responsibilities officially delegated to the CEO are responsibly and effectively executed, taking account of the expectations of the Council.
- Fulfil the ceremonial duties and responsibilities of the position as deemed necessary.
- Undertake any other duty which may be reasonably allocated by the Town Council.

Necessary Skills

- At least 5 years' senior management experience managing a number of direct reports, and staff underneath them.

- Must have worked in local government for at least 5 years and be aware of the legal and governance framework in the workings of a council.
- Must have completed the CiLCA qualification.
- Must have experience managing a large budget and overseeing income and expenditure.

Desirable

- Sound leadership skills both internally within an organisation and externally, acting as a catalyst in a community developing and creating new ideas for change.
- Good working knowledge of legal and statutory requirements, in order to meet the standards required by the District Auditor.
- Excellent verbal and written communication skills.
- A thorough comprehension of budget analysis and process.
- The ability to develop from scratch new initiatives including buildings, facilities and activities, incorporating within those requiring capital development, knowledge and ability that will subsequently enable high quality service provision at the least possible cost.
- Ability to use a range of computer software packages.