EAST RIDING AND NORTHERN LINCOLNSHIRE

LOCAL COUNCILS ASSOCIATION

JOB DESCRIPTION

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| Job Title: Executive Officer    Scale point: 34 | **Responsible to:** Chairman of the Executive Committee  Hours: 30 hours per week |
| Overall Purpose of Job:  As chief officer, the Executive Officer of ERNLLCA will lead, manage, coordinate, develop and head the effective delivery of services to member councils; advise and support the internal governance of the organisation and represent ERNLLCA at local, regional and national levels, as may be required.  The Executive Officer will promote membership of ERNLLCA to eligible local councils and maintain the membership base. | |

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| 1  2  3  4  5  6  7  8  9  10  11  12  13  14  15  16  17  18  19  20  21 | Main Responsibilities:  To manage the ERNLLCA staff team by providing professional leadership, adequate support, appraisal and development opportunities for staff. This will include managing staff in accordance with ERNLLCA policies and procedures, ensuring that best practice is observed.  To ensure that any objectives and targets set by the Executive Committee are met by effective resource management, including income generation and budget preparation and maintenance.  To undertake research and information gathering which supports the role and function of ERNLLCA.  To manage all services provided for member councils, ensuring that they are appropriate and in response to their needs.  To develop and ensure the delivery of induction and training for Clerks of member councils.  To ensure that the ERNLLCA website is kept up-to-date and accessible by member councils.  To ensure a monthly newsletter is prepared and distributed to member councils  To ensure all internal data bases and recordkeeping systems are maintained.  To develop new services and activities for ERNLLCA  To develop new services which could generate additional sources of income for ERNLLCA  To liaise and cooperate with other county associations and groupings of county associations.  To ensure ERNLLCA maintains an effective professional relationship with the National Association of Local Councils and attend such meetings are needed to maintain this relationship.  To prepare an annual budget for the Executive Committee and to ensure effective and robust financial control and reporting mechanisms for performance against that budget are in place, adhered to and reported to the Executive Committee.  To ensure that all information and data regarding members of staff are processed in accordance with the requirements of HMRC, the Pensions Regulator and any other body to which ERNLLCA must report.  To ensure ERNLLCA’s governance requirements are met in respect of committee structures and the Annual General Meeting through the provision of appropriate material that advises and guides the various elements.  To keep abreast of developments within local government, particularly at 1st tier level.  To advise the Executive Committee on Human Resource matters by providing both strategic and subject specific advice.  To ensure ERNLLCA’s employment policies and procedures are kept up-to-date, appropriate and robust, and to develop practices to assist the organisation in respect of employment matters.  To participate as a professional partner in the Yorkshire and Humber Regional Training Partnership  To manage the provision of conferences and seminars within the ERNLLCA area that may provide an effective means of communication and learning for member councils.  To develop professional relationships with such persons or bodies that may be of benefit to ERNLLCA |

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| Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties that reasonably correspond to the general character of their post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment. |

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| Prepared by: | Date: |
| Agreed by: | Date: |
| Post-holder: | Date: |

EAST RIDING AND NORTHERN LINCOLSNHIRE

LOCAL COUNCILS ASSOCIATION

PERSON SPECIFICATION

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| Job Title: Executive Officer | **Responsible to:** Chairman of the Executive Officer |

Method of Assessment (MOA)

AF = Application Form I = Interview T = Test or exercise

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| ESSENTAL CRITERIA | MOA |
| Skills and abilities:  Proven ability to manage staff and resources  Proven ability to be able to communicate appropriately at all levels  Proven ability to operate at a strategic level  Ability to prioritise work and respond to changes in demand for services  Clear awareness of Government policies as they affect Local Government  A highly developed level of political awareness  Ability to deal with, and resolve, conflict situations  Ability to deliver training for councillors on local government issues  Ability to instigate and cope with change | AF, I  AF, I, T  AF, I  AF, I  AF, I  AF, I  AF, I  AF, I  AF, I |
| Experience and knowledge:  Experience of managing people, policy development and implementation  Extensive knowledge of local government law and its application  Extensive knowledge of employment law and its application  Substantial experience of working with, or knowledge of, parish and town councils  Experience or knowledge of working with and advising service users  Experience of working to quality standards  Experience of budget management  Knowledge of the law relating to charities and their activities | AF, I  AF, I  AF, I  AF, I  AF, I  AF, I  AF, I  AF, I |
| Education and training:  Degree level qualification, or equivalent, in a discipline relating to local government  Computer literate, with a good knowledge of and ability in the Microsoft Office package and website management  Possession of a training qualification or willingness to obtain one. | AF, I  AF, I  AF, I  AF, I |
| Working arrangements:  Access to a private car and hold a full driver’s licence  Availability to attend out of office hours meetings across the ERNLLCA area  Availability to attend meetings at locations across the ERNLLCA area and across the country | AF, I  AF, I  AF, I |
| DESIRABLE CRITERIA | MOA |
| Skills and abilities:  Ability to transfer skills learned in other sectors | AF, I |
| Experience:  Experience of engagement with local authorities, Government departments and national bodies | AF, I |
| Education and training:  Training in the field of dispute resolution  Management qualification | AF, I  AF, I |
| Working arrangements:  None |  |

RELATIONSHIPS

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| Title of post which this post-holder normally reports | Chairman of the Executive Committee |
| Number of employees directly supervised by this post | 2 |

PHYSICAL CONDITIONS (work, location, hours etc)

Attendance at meetings, training workshops and conferences to perform tasks specific to this post will be required on a regular basis. The post-holder will be located at Suite 8, Waters Edge Business Centre, Maltkiln Road, Barton upon Humber, DN18 5JR but may be asked to work at other locations in the performance of their duties. This is an office-based post but occasional home-working may be allowed.

From time to time the post-holder will be the sole occupant of the office.

It will be necessary for the post-holder to attend meetings and events across the country and to take part in training conferences.

Some evening work is necessary.

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| CONTACTS (internal and external) | REASON FOR CONTACT |
| All colleagues |  |
| Members of the Executive Committee | To perform the duties of the |
| Members and Clerks of Parish and Town Councils | post in managing the |
| Members and Officers of Principal Authorities | provision of information, |
| Officers from Government departments and agencies | advice and support and to |
| Regulatory bodies | promote, represent, |
| Other county associations and their groupings | negotiate, advertise and |
| NALC | champion the work of ERNLLCA. |
| Auditors |  |
| Other organisations supporting the 1st tier of local government e.g. Yorkshire and Humber Regional Training Partnership, LCAS |  |
| Media |  |
| Society of Local Council Clerks |  |
| Professional bodies |  |
| Dispute resolution agencies |  |
| Trade Unions |  |
| Charity Commission |  |
| Members of Parliament |  |
| External training providers |  |
| Staff or volunteers at venues used for ERNLLCA events |  |
| Legal firms |  |
| Voluntary Sector Organisations |  |