

**BRAUNSTONE TOWN COUNCIL**  
**JOB DESCRIPTION**

**JOB TITLE:** Chief Executive & Town Clerk

**GRADE:** NJC Scale 42 – 44, up to 45 for CiLCA qualified or equivalent (from 1<sup>st</sup> April 2022: NJC Scale 50 – 53 (plus one extra point up to 54 for CiLCA qualified or equivalent)

**RESPONSIBLE TO:** Braunstone Town Council (Leader of the Council for day to day management supervision and liaison).

**RESPONSIBLE FOR:** All Council Staff.

Direct Line Management responsibility for:

- Deputy Chief Executive & Community Services Manager,
- Resources & Facilities Manager, and
- Personal Assistant & Administrative Officer.

**PURPOSE OF JOB:** To manage the legal, administrative and financial affairs of the Council, in accordance with its duties and responsibilities, advise the Council on the development and implications of its strategies and policies and manage the services provided by the Council.

**KEY RELATIONSHIPS:** Councillors, Leader and Deputy Leader of the Council, Town Mayor and Deputy Town Mayor, Committee Chairs and Vice-Chairs, Service Managers, Personal Assistant & Administrative Officer, Council Staff, strategic and local partners, community groups, customers.

**MAIN DUTIES:**

1. To act as the Council's principal administrative, legal and financial advisor.
2. To attend Council, Committees and other meetings as required and advise the Chairperson and Members on relevant matters.
3. To ensure that the Council, Committees and meetings are properly administered in accordance with Standing Orders and appropriate Statutes and that the decisions of these meetings are appropriately implemented.
4. To advise and assist with the preparation of the Annual Report and general policies of the Council to ensure that such approved policies are implemented.
5. To represent the Council as required at other bodies, meetings and legal proceedings as well as with representatives of the public and government.
6. To ensure that the duties and powers of the Council are implemented in accordance with decisions taken by the Town Council and the budget provided.
7. To act as the Council's Responsible Finance Officer as specified in Section 151 of the 1972 Local Government Act and to manage the financial affairs of the Council in accordance with Financial Regulations and Council policy.
8. To prepare budgetary estimates as required and implement, control and monitor such budgets in accordance with Council policy.
9. To prepare financial reports for the Policy & Resources Committee, and/or the Council. These reports will cover budget monitoring, fund balances, receipts to date, payroll summary, payment of accounts, and other relevant current matters

10. To manage cash flow, investments and bank transfers.
11. Submit quarterly VAT returns and deal with VAT inspection. Calculate exempt supply limits before completing returns
12. To undertake an annual review of risks facing the Council and take appropriate steps to manage those risks. Process claims as necessary.
13. To be responsible for the effective management and delivery of the Council's Capital and Major Projects.
14. To prepare and balance final accounts in accordance with the regulations and report thereon to the Policy & Resources Committee and the Council.
15. To produce accounts and records for the internal and external audits in accordance with the regulations
16. To act as the 'qualified person' in respect of requests received by the Council under the Freedom of Information Act 2000. To ensure that the Council complies and implements its obligations and responsibilities under Data Protection legislation.
17. To lead the Council's Officer Management Team to ensure the effective running of the Council and its services.
18. To advise Council on all health and safety matters and ensure that the Council services operate within current health and safety legislation and codes of practice.
19. To manage and develop the employees of the Council and deliver the services operated on behalf of the Council.
20. To ensure, within the policies laid down by the Council, a cost conscious approach to the utilisation of all the Council's resources including finance, manpower, supplies, equipment and premises.
21. To build effective relationships with the Council's partners and other public service providers, to ensure the effective delivery of services to the community and, where appropriate, the transfer of responsibilities.
22. To supervise the preparation of newsletters, press releases, web-site features, etc. to ensure that they detail and accurately promote the Council's business activities.
23. To carry out such other duties and functions as necessary or directed.

#### **SALARY/TERMS OF EMPLOYMENT:**

#### **POLITICAL RESTRICTIONS**

This is designated as a 'specified' politically restricted post under the terms of the Local Government Officers (Political Restrictions) Regulations 1990.

#### **SALARY**

Employed within a salary scale which covers NJC Spinal Column Point Range 50 to 53. The Council has adopted the National Agreement on Salaries and Conditions of Service agreed by the National Association of Local Councils and the Society of Local Council Clerks. In accordance with the agreement, employees holding the CiLCA Certificate (or equivalent) in Local Government Administration will be rewarded by one upward point on the spinal column, i.e. Point Range 51 to 54. National Pay Awards will be applied to these scales.

## HOURS OF WORK

Normal office hours are 9.00am to 5.00pm Monday to Friday. A *37 hour* week to be worked, according to the needs of the Council. We reserve the right to change your pattern of work. If the hours worked exceed 37, reasonable time off in lieu will be granted.

You will be expected to respond to emergency call outs and attend evening meetings of the Council and Staff/Training Meetings as and when required. These meetings may not be held during your normal pattern of work.

Braunstone Town Council is an Equal Opportunities Employer



KEY JOB REQUIREMENTS	ESSENTIAL	DESIRABLE	TESTING MECHANISM
<p>Ability to manage resources and secure effective running and/or maintenance of the Council's facilities, if necessary, through contractors, etc</p> <p>Understanding of the servicing of committees and meetings including standing orders, financial regulations, civic protocol, legal powers and the production of agendas, reports and minutes</p> <p>Understanding of the use and application of IT, including working knowledge of Microsoft Office applications (including Word, Outlook and Excel), and use of Internet</p>	<p>✓</p> <p>✓</p> <p>✓</p>		<p>Interview</p> <p>Application Form</p> <p>Application Form</p>
<p><b>PERSONAL QUALITIES</b></p> <p>Excellent interpersonal skills, with the ability to communicate with staff, Councillors, members of the public and external agencies including the media. Able to lead, direct and motivate a team and secure good relationships with Councillors, and other partners</p> <p>Willingness for continued professional development</p> <p>Commitment to maintaining the Council's success in its Quality Town Council status</p> <p>A keen interest in local community and their wellbeing</p> <p>Ability to meet new challenges imaginatively</p> <p>Commitment to equal opportunities</p> <p>Willing to work outside normal office hours including evenings and weekends and be able to attend meetings and events as required to meet the demands of the service</p> <p><b>OTHERS</b></p> <p>Holder of a Full Driving Licence, car owner</p> <p>Willingness to work at any of the Town Council's Premises and travel as appropriate to meetings, conferences, etc as part of role</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form</p> <p>Interview</p>