

Job Description

Chief Executive Officer (Town Clerk & Responsible Financial Officer) – Kidderminster Town Council

Job Purpose: The Chief Executive is the Proper Officer to the Council, in accordance with the Local Government and Housing Act 1989 and Proper Officer under the Local Government Act 1972.

The Chief Executive's overriding duty is to advise the Council on legal and policy matters ensuring that its decisions are lawful and managing the implementation of those decisions. The Chief Executive will work closely with the Council and is responsible for delivering the strategic direction of the Council and to promote the role of the Town Council in securing good and effective governance for the town.

The Chief Executive is responsible for managing the Council's staff, resources, and investments. As the Council's Responsible Financial Officer, they are also responsible for the management and administration of the Council's financial affairs in accordance with the Local Audit and Accountability Act 2014 and the Transparency Act 2015.

The Chief Executive is expected to lead by example, providing energetic, visible, and inspiring leadership, focusing on the delivery of high quality, value for money services which meet the aspirations of the Town Council and the people of Kidderminster.

Main Duties

- To provide professional and impartial advice and guidance to all councillors of the Town Council and others as required to inform decision making and enable the Council's priorities to be progressed and delivered.
- To act as Proper Officer to the Council and to undertake all the functions thereof including the service or issue of those notifications required by law of a local authority's Proper Officer; to sign legal agreements on behalf of the Council, securing effective legal advice as required; to seek planning and other consents as authorised; and to initiate statutory public notices / advertisements and press releases in connection with the activities and/or decisions of the Council.
- As the Council's most senior officer, to take overall management responsibility for the welfare, working practices and conduct of all Town Council employees; and to undertake or ensure arrangements are made for the supervision, support and appraisal of employees, including taking decisions on personnel matters in accordance with the Council's policies and delegation scheme.
- To ensure that the Town Council operates in an open, respectful, accountable, and democratic manner and that all the statutory duties and obligations of the Town Council are fully met.
- To be the Council's principal adviser on matters of general policy, including the formation and co-ordination of advice on all policy issues; to keep services and activities under continuous review, and to identify, plan and implement improvements in quality and efficiency. Where appropriate to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
- To assume overall responsibility for all Town Council business and to monitor implemented policies to ensure desired outcomes and where appropriate, suggest modifications. To ensure that the Council's obligations for Risk Assessments are undertaken and properly met, including the risk of fraud and corruption, and planning for business continuity.
- As Responsible Financial Officer, to ensure that all the Council's Standing Orders, Financial Regulations and other Council Policies and Procedures are complied with and that they are monitored, reviewed, and revised as appropriate.

- As Responsible Financial Officer, to ensure preparation and approval of the annual budget and precept; to monitor and review regularly all income and expenditure budgets and operational procedures in respect of all areas of Council activity; and to ensure that the Council's accounts are well prepared, audited and published in accordance with legal requirements. To ensure that appropriate banking, insurance, and treasury management arrangements are in place.
- To act as Data Protection Manager and to ensure compliancy with the Freedom of Information Act, including the proper maintenance of the Council's publication scheme.
- To take part in civic events and to proactively ensure that the Mayor is provided with effective and appropriate levels of advice and administrative support in their external and ambassadorial role.

More Generally

- To lead the Council's external engagement with key strategic stakeholders, ensuring the Council is represented externally and to promote and present a positive image of Kidderminster.
- To develop and promote strong working arrangements with other public sector bodies and agencies at local, regional and national level, including principal local councils, government departments, local businesses and voluntary organisations and charitable trusts, to ensure community cohesion and the social, environmental and economic well-being of the town.
- To actively promote equality and inclusion and the elimination of discrimination at all levels of service delivery and employment.
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council by attendance at conferences and seminars.
- The post holder has personal responsibility for their own safety, as well as that of other members of staff and the general public, in accordance with the Health & Safety at Work Act 1974.