

## **Blackwater & Hawley Town Council – Executive Officer**

SCP 38 – 42 (From 1 April 2019, £40,760 - £44,632pa)

This is an exciting opportunity to lead an ambitious Town Council in Hampshire. With 8 councillors and a dozen staff, Blackwater & Hawley was one of the first parish councils in the country to build and run its own leisure centre.

Blackwater & Hawley has a population of approximately 5,000. It covers an area stretching from the M3 just north of Fleet to the River Blackwater, which forms the county boundary with Berkshire and Surrey. The parish includes the rural area of Minley as well as the more urban areas of Blackwater and Hawley. The Budget for 2019/20 is £306,422, of which £157,705 will be raised from the Council Tax Precept and the rest from income earned from our facilities.

The Council runs its own leisure centre and halls complex, with dozens of local groups providing activities such as Cardio-Rehabilitation Classes, Tai Chi, Pilates, Zumba, Rock Fit, 50+ Dancercise, Tap, Diet & Exercise Classes, U3A, W.I., Children's Dance Classes, Karate, Kung Fu, Self Defence, Netball, Squash, Holistic Therapies, Physiotherapy, Bridge Club, Bowls Club, Brownies, Guides, Cubs, Scouts, Junior Football, and Parent & Baby Classes.

Housing development within the parish means there will be significant leisure contributions available over the next year or two, which provide an exciting opportunity to establish new facilities whilst refreshing our current offer. A much underused licensed bar also provides a great opportunity for the Town Council's facilities to be at the heart of the local community.

In addition, the Town Council also looks after various open spaces, outdoor sports facilities and a cemetery. The Council is a key partner on the Neighbourhood Plan Steering Group, and is represented on a range of other bodies.

This is a real opportunity for an experienced, dynamic and innovative individual who will pragmatically seek to meet the aspirations of the Council.

You will need to be able to provide strong leadership and build a wide range of positive working relationships with councillors, staff and partner organisations across the public, private and voluntary sectors.

You may be an experienced and qualified parish or town council clerk, or you may have a successful track record elsewhere in local government or the leisure industry, or a legal or finance background in the commercial/private sector and are prepared to qualify quickly as a Town Clerk.

Like all town councils, Blackwater & Hawley faces budgetary pressures and rising demand for services. It is therefore essential that you have the vision to provide advice and strategic direction which will lead the Town Council through exciting times of challenge and opportunity in the future. This is a politically restricted post.

**For a recruitment pack and application form please see:**

[www.blackwaterandhawleytowncouncil.gov.uk](http://www.blackwaterandhawleytowncouncil.gov.uk).

**The closing date for applications is 12 noon on Friday 29 March 2019.**

**Interviews for shortlisted candidates are planned to take place on 15 April 2019.**

# Blackwater & Hawley Town Council

## Executive Officer Job Description

Role:	Office based, full time (37 hours per week)
Salary:	SCP 38 – 42 (From 1 April 2019)
Additional benefits:	Membership of the Hampshire Pension Scheme

### Overall Responsibilities

As the Proper Officer of the Town Council the Executive Officer is responsible for carrying out all the formal requirements and functions of a local council including the serving or issuing of all notifications required by law.

The Executive Officer will also act as the Responsible Financial Officer of the Town Council and will be responsible for all financial records, proper administration of finances, preparation of budgets and all matters relating to the annual audit.

The Executive Officer will advise the Town Council on, and assist in the formation and review of, policies to be followed in respect of Town Council activities. The Executive Officer will produce all the information required for effective decision-making. The Executive Officer will be responsible for the implementation of Town Council policies and will implement all decisions taken by council.

The person appointed will be accountable to the Town Council for the effective management of all its staff, assets and resources and will report on them as and when required. The Executive Officer will be responsible for the effective and efficient running of the Town Council facilities, including the leisure facilities.

### Specific Responsibilities

- To advise, guide and develop, in conjunction with the Chair of the Council, Town Council policy and be responsible for the effective execution of all policy decisions of the Town Council.
- To manage and promote all aspects of the Town Council and the services it provides, administer the Town Council's affairs and ensure the efficient running of all Town Council facilities. This includes updating the Town Council website and noticeboards and producing the Town Council newsletter.
- To represent the Town Council wherever necessary at official functions. The Executive Officer will act as an ambassador for the Town Council as required and when engaging with the general public and local residents.
- To manage all Town Council employees. The Executive Officer will supervise and motivate all other members of staff as their line manager and will ensure that all staffing and employment matters are properly dealt with. The Executive Officer will be responsible for the development and performance management of all Town Council employees.

- As the Responsible Financial Officer, the Executive Officer will be ultimately responsible for regular budget monitoring, preparation of management accounts and the staff payroll. The Executive Officer will also be expected to investigate sources of additional funding for the development of services and increasing the Town Council's income.
- The Executive Officer will ensure all Town Council and committee meetings are serviced and consultation responses agreed are submitted in a timely manner.
- The Executive Officer will make him or herself available to councillors and members of the public seeking advice and guidance on local council matters.
- The Executive Officer will carry out any additional task or functions as decided by the Town Council.
- The role of the Executive Officer will change and develop as the needs of the community change and as the role of local councils change. It follows that the Executive Officer will be expected to be proactive, highly flexible and able to respond to change. In particular, the Executive Officer will be expected to build relationships with outside bodies to identify new opportunities and initiatives that improve the town.

#### Necessary Skills

- Knowledge of local government functions and specifically the role and responsibilities of local councils.
- Proven ability to proactively manage change.
- The ability to think strategically be project-focussed and work to specific deadlines.
- The ability to communicate effectively, both orally and in writing, to councillors, the public and the media including the use of website and social media channels, as appropriate.
- The ability to handle difficult individuals and situations of conflict.
- The ability to problem solve.
- The ability to cooperate and work as a team member and on your own initiative.
- The ability to deal with political situations and to act in an impartial and discreet manner.

Executive Officer – Person Specification

	Essential	Desirable
Education	<p>Certificate in Local Council Administration (CiLCA), or a commitment to obtain this within a year, or                      Certificate of Higher Education in Local Policy (or the earlier CertHE in Local Council Administration)</p> <p>A commitment to Continuing Professional Development</p>	A degree or equivalent
Local Government	<p>Knowledge of the law regarding local councils</p>	<p>Previous experience with a parish or town council</p> <p>Experience of servicing committees, report and minute writing and standing orders</p> <p>Understanding of planning law</p>
Management	<p>Staff management skills</p> <p>Leadership skills</p> <p>Partnership working skills</p> <p>Organisational skills</p> <p>Time management skills - the ability to prioritise and delegate</p>	<p>An appropriate management or administrative qualification</p> <p>Knowledge of employment law</p> <p>Experience of project management</p>
Finance	<p>Experience of computerised accounts packages and spreadsheets</p> <p>Experience of budget setting and monitoring</p>	An accounting qualification
Communication	<p>Good written and oral communication skills</p>	<p>Experience maintaining websites and use of social media presence for professional purposes</p>
Other	<p>Willingness to work regular evenings and other out of office hours</p> <p>Politically neutral work style</p>	<p>Experience and knowledge of the leisure industry</p>