



# Job Description & Person Specification

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|---|-----------------------------|----------------|-------|
| Job Title:  | Chief Officer               | Job Reference: |       |
| Location:   | Romsey                      | Grade:         | 37-41 |
| Reports to:   | Chair - Romsey Town Council |                |       |
| Date:   | 12 <sup>th</sup> April 2024 |                |       |
| <b>Our Values: We expect all of our employees to live by and demonstrate the Council's five key values of:</b>  |                             |                |       |
| <b>Accountability, Ambition, Empowerment, Integrity, Inclusiveness.</b>   |                             |                |       |
| <b>Main job purpose</b>   |                             |                |       |
| <p>Principal adviser to the Town Council, giving focused advice on, and assisting in, formulation of the policies of the Council, and to be responsible for all of the functions required by law as the Council's Statutory and Legal Advisor and for the overall management of the Council's finances as the Responsible Financial Officer.</p> <p>To ensure that the Council is effectively managed and its services are delivered to the community within agreed quality and cost parameters. To continue to enhance Council's reputation with its users.</p>  |                             |                |       |
| <b>Main responsibilities and duties</b>   |                             |                |       |
| <p><b>Personal</b><br/>To be an effective communicator, outgoing, person-centred, effective Manager with a forward looking vision for continuous improvement and efficiencies.</p> <p><b>Strategy</b><br/>To develop, in conjunction with the Council and Committees, both the overall direction and the detailed business plans for the Council. To take into consideration circumstances, service-user needs and opportunities for development, to enhance service provision, and to regularly report on progress to the Council. To implement a system for all activities to be monitored, evaluated and reviewed at least annually.</p> |                             |                |       |

### **Resource Management**

To ensure the efficient administration of the general affairs of the Council and that meetings of the Council, together with its Committees, are properly called and serviced in accordance with the Council's Standing Orders including the provision of clerical support as required and compliance with data protection legislation.

Chief Officer to clerk all Council meetings except Planning Committee Meeting

To maintain adequate records as are required for statutory returns, annual reports, marketing and publicity, inventory of the Council's property and other assets and the safe custody of all plans, deeds and other records.

To undertake administrative duties and support the Mayor and Council in fulfilling their civic functions.

### **Personnel**

To identify and monitor staffing needs, and ensure the right people are selected, organised and developed to efficiently and effectively deliver Council services and fulfil statutory obligations.

### **Projects**

To ensure the improvement projects identified and prioritised by the Council (and by Council Officers) are effectively supported, reported on, and shown to derive benefits. To achieve this the administration of project inception and project reporting will be a key duty.

### **Council Assets**

#### **Town Hall**

To promote and manage Romsey Town Hall as a venue for hirers. To maintain and keep up high standard of service to all hirers. Improve Town Hall income by encouraging organisations to use the Town Hall facility including the bar. Maintain good relations with new major hirers.

Promote Town Hall Filmshows for the Romsey community.

#### **Woodley Village Hall**

Ensure that devolved responsibilities of Village Hall Committee are in order and are being met.  
Town Hall Woodley Village Hall

### **Environmental**

To ensure that all external assets, such as street furniture and land, are managed in accordance with their relevant plans and standards.

### **Allotments**

To oversee two allotments sites and ensure they are managed and maintained to correct standards in accordance with their constitutions.

### **Business, Event & Tourism**

Responsible for the employment of Business, Events & Tourism Officer and working with them to ensure Romsey is an attractive and vibrant town for visitors.

### **Romsey Emergency Plan**

Key member of the Romsey Emergency Plan Group

### **Romsey Market**

To manage Romsey Market and book hirers for Mondays, Wednesday, Thursdays and Sundays. To work in partnership with Bradbeers and Broadlands on Tuesdays, Fridays and Saturdays to promote Romsey Market.

**Website**

To ensure successful RTC website

**Social Media**

To provide adequate social media coverage to ensure the public are well informed of what is happening in the town

**Romsey Town Communities Events**

To work with local community groups who organise events in the town

**Christmas Events in Romsey**

Ensure the Christmas light display is fully funded and carried out to all relevant standards. To project manage Christmas Light Switch On Event and instigate the necessary refurbishments needed. Support Chamber of Commerce with Late Night Shopping Event and Rotary Club of Romsey Test for Christmas Carols in the Market Place.

**Legal**

To ensure that the legal, statutory and other provisions governing or effecting the operation of the Council are fully discharged in accordance with the best practice and to keep abreast of emerging legislation.

**Partnership Working**

To work in partnership with Test Valley Borough Council and Hampshire County Council

**Project Management**

To have an overview of all projects undergoing by the staff and to ensure that the staff have the appropriate skills to enable them to fulfil their roles.

**Asset Register**

To ensure complete and up-to-date Asset Register and have it approved by Council every year.

**Risk Assessment**

To ensure the council is not exposed to undue risk by having a Risk Assessment system. Presenting a complete and up-to-date Risk Assessment for approval by Council every year.

**General**

To represent the Council externally and improve Council profile by attending relevant events. Maintaining being a trusted figure with local organisations and within the community. To undertake any other duties in line with the post of Chief Officer monitoring workload and reporting to the relevant committees.

**Finance**

To ensure sound management of the Council's financial affairs, including monitoring cash flow, preparation of budgets, management and reporting of accounts, up to date insurance schedule, maintenance of records etc, to ensure compliance with all statutory regulations, contractual obligations and achievement of best practice standards. Critical to this achievement is the effective fulfilment of all the responsibilities attached to the position of the Council's Responsible Financial Officer. Increase Town Hall income.

### **Supervision and management (current staffing levels 17)**

To ensure that the communication and application of all personnel policies and procedures including health & safety, records management and equal opportunities, is consistent with statutory requirements and good practice, in order to ensure the Council's effectiveness in attracting and retaining good people. To ensure relevant staffing levels as the business grows.

To recruit talented and committed people to the Council staff and to maximise their contribution through sound leadership, effective performance management and personal development.

To ensure that the Council's reputation is adequately safeguarded and further enhanced by the quality and performance of the staff as a whole.

To manage resources, principally people, in order to maximise the effectiveness of the Council, ensuring alignment with existing policies and decisions of the Council. Key to this accountability will be the development and maintenance of an effective performance-management process, which supports the alignment and achievement of individual Council objectives.

To carry out annual Appraisals and set objectives for following years. To meet with staff on a regular basis to discuss any concerns they may have.

### **Contacts and relationships**

The postholder has a public facing role, working with Test Valley Borough Council, Hampshire County Council and the community.

### **Working environment**

Predominantly office based.

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| <p><b>CRITERIA</b><br/>Everything included in this section needs to be able to be objectively measured in one of the following ways: application form, certificates, testing, interview or references.</p>  | <p><b>ESSENTIAL<br/>DESIRABLE</b></p>             |
| <p><b>Educational and professional qualifications</b></p>   |   |
| <p>CiLCA qualification</p>  | <p>DESIRABLE</p>                                  |
| <p><b>Knowledge</b></p>   |   |
| <p>Applicant has experience in a similar public sector role</p>   | <p>DESIRABLE</p>                                  |
| <p><b>Experience</b></p>  |   |
| <p>Experienced Town Clerk/Chief Officer or equivalent<br/>Experienced Team Manager<br/>Project Management experience</p>  | <p>DESIRABLE<br/>ESSENTIAL<br/>DESIRABLE</p>      |
| <p><b>Key skills</b></p>  |   |
| <p>Ability to work collaboratively with outside organisations and develop positive relationships with the wider community.<br/>Ability to administer time critical activities<br/>An aptitude for accounting procedures</p>   | <p>ESSENTIAL<br/><br/>ESSENTIAL<br/>ESSENTIAL</p> |
| <p><b>Personal qualities and behaviours</b></p>   |   |
| <p>To be a strong Manager with the ability to work positively with all levels of Council, Staff and the Public.</p>   | <p>ESSENTIAL</p>                                  |
| <p><b>Other Factors</b></p>   |   |
| <p>Evening and weekend working required</p> <p>Must be able to travel to Hampshire wide locations and occasionally to further locations some of which may not be easily accessible by public transport</p>  |   |
| <p><b>Corporate Responsibilities</b></p>  |   |
| <p>All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include:</p> <p><b>Health and Safety</b> - Every employee while at work has a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work - Health and Safety at Work Act 1974.<br/>All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.</p> <p><b>Safeguarding</b> - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.</p> <p><b>Equalities</b> – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.</p> |   |

**Social Media** - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council.

**Financial** – Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.

**Risk Management** - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.

**Data Protection and Data Security** - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.

Closing Date: 6<sup>th</sup> May 2024.

Contact: Cllr Neil Gwynne for Application Form

Email: [cllrngwynne@romseytc.org.uk](mailto:cllrngwynne@romseytc.org.uk)