

SKIPTON TOWN COUNCIL

Job Description

Post Title: Chief Officer (37 hours)

Reporting to: Full Council

Responsible for: Administration & Finance Manager
Committee & Customer Services Officer
Market Manager
Events & Tourism Manager
Estate Manager
Indirect responsibility for all Town Council employees

Main Purposes of Role

- To assume the statutory role as Proper Officer of the Council and to undertake all duties and functions, as required by law, in connection with that role.
- To ensure that all legal, statutory and other obligations governing or affecting the operation of the Council and its services are met.
- To act as the Council's Responsible Financial Officer in line with Section 151 of the Local Government Act 1972 with overall responsibility for the administration of the Council's finances and maintenance of financial records.
- To oversee the day-to-day strategic management of all aspects of the Council and its services, including the effective management of the Council's assets and other resources.
- To take overall responsibility for the management of all staff within the Council and to maintain an overview of staff welfare, advice and employment matters.
- To work with Members of the Council to ensure appropriate strategic planning to meet the longer-term needs of the Council and of the Town.
- To ensure that all functions and services of the Council are delivered to a high standard.
- To liaise with the Council and its Committees, Chairman, Leadership and other Members as appropriate and to ensure that the valid instructions and decisions of the Council are implemented.

- To advise Members of the Council on matters of law and to provide guidance to Members on policy and procedural matters.
- To ensure that summonses, agendas and minutes of all meetings of the Council and any Committees, sub-Committees and Working Groups are produced and issued in line with legislation.
- To ensure that the Council's public profile is maintained in a professional and positive manner and to deal with media enquiries on behalf of the Council.
- To act as representative of the Council, as appropriate and in line with Council policy.

Main Duties

Proper Officer of the Council

- To act, in all aspects, as the Council's Proper Officer as defined by local government legislation and the Council's Standing Orders.
- Receive and retain Declarations of Acceptance of Office from elected Councillors. Retain copies of Councillors' Register of Interests.
- Declare any Casual Vacancy arising in the office of Councillor following resignation, death, ceasing to be qualified, disqualification or loss of office through failure to attend – and liaise with the District Council's Electoral Services team to fill the vacancy as appropriate.
- To sign all official documentation, contracts, agreements and orders on behalf of the Council.
- To certify copies of any byelaws made by the Council and to receive and retain copies of byelaws made by other local authorities.
- To control use of the official Council Seal and apply it to official documentation as appropriate and as required by law.
- To seek professional external advice, as required and as appropriate, on behalf of the Council in relation to the provision of Council Services or the terms of any contract or other agreement.
- To receive and retain copies of any documents, plans or planning applications.

- Process all requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 in accordance with Council procedures.
- To deal with correspondence and to respond on behalf of the Council in line with Council policy and procedures.
- To deal, in line with stage one of the Council's adopted procedure, with any formal complaints lodged with the Council.
- To ensure that the storage of, and access to, information in either electronic or paper form is managed in line with legislation.
- Action or undertake activities or responsibilities instructed by resolution of the Council or contained within Standing Orders.

Responsible Financial Officer

- To assume overall responsibility for the Council's finances and financial arrangements in line with legislation and Council policy.
- To ensure that the Council's Financial Regulations are maintained and adhered to.
- To prepare, each year, a draft budget covering all aspects of the Council's services and to submit the draft budget to Council for approval.
- To implement the final agreed budget, in line with Council resolution, and
- To approve all Purchase Orders generated on behalf of the Council under delegated authority and in line with budget provision and/or Council resolution.
- To authorise, approve and issue any instructions regarding any payments to be made by the Council
- To ensure that the Council complies with legislation under the Audit & Accountability Act 2014 and any associated Openness & Transparency Regulations.

Strategic Planning & Management of Staff

- To oversee the day-to-day strategic management of all aspects of the Council and its services, including the effective management of the Council's assets and other resources.

- To take overall responsibility for the management of all staff within the Council and to maintain an overview of staff welfare, advice and employment matters.

Delivery of Services

- To ensure that all functions and services of the Council are delivered to a high standard.
- To ensure that Council Services are delivered in line with appropriate legislation and resolutions of the Council
- To ensure that the Council only undertakes activities it is legally allowed to undertake.

Liaison with Members and Provision of Advice & Guidance

- To maintain regular communication with the Chairman and Leadership of the Council to ensure a free flow of information relating to the Council, its services and activities.
- To meet with Members of the Council as required or requested to provide information and advice on Council Services or to advise on the duties and responsibilities of a Member in their role as a Councillor.
- To provide advice to Council and Members on all policy and procedural matters.
- To advise Council and Members on matters of fact or law and relating to regulation, governance and transparency.
- To seek external advice, as appropriate, in relation to matters of law, regulation, governance and transparency.

Meetings of the Council and its Committees

- As required by law, to sign and serve on Councillors by delivery or post at their residences, or by an appropriate electronic means, a summons confirming the time, date, venue and agenda for any meeting of the Council, its Committees or Sub-Committees at least three clear working days before the meeting.

- As required by law, to give public notice of the time, date, venue and agenda at least three clear working days before a meeting of the Council or a meeting of its Committees or Sub-Committees.
- Convene a meeting of the Full Council for the election of a new Chairman of the Council if occasioned by a Casual Vacancy in his/her office.
- Give public notice of any extraordinary meeting of the Council, convened by Councillors, provided that the notice is signed by those Councillors calling the meeting.
- Ensure that appropriate administrative support is provided to all meetings of the Council and its Committees or Sub-Committees.
- Ensure that minutes of meetings are completed and made available for inspection or display on the Council's website in line with legislation.

Public Profile & Dealings with the Media

- To oversee and manage the Council's public, press and social media profile in professional and positive manner.
- To act as the Council's Press Officer and to authorise appropriate responses to press and other media enquiries.
- To compile press and media releases as appropriate to proactively promote Council activities and initiatives.
- To act as Council media spokesperson and make presentations on behalf of the Council where appropriate
- To compile speeches and other statements on behalf of Members and the Council.
- To provide and/or arrange media training and/or advice for Council Staff and Members of the Council.

Training & Development

- To identify training needs for both Council Staff and Members of the Council.
- To arrange, and where appropriate deliver, in-house training to Council Staff and Members.

- To ensure that any compulsory training required by Council Staff is undertaken in line with legislation.

Representing the Council

- To act as representative of the Council, as appropriate and in line with Council policy.
- To attend and participate in meetings of local organisations, community and similar groups as appropriate and in line with Council Policy.
- To attend and represent the Council at civic functions and other community events, as appropriate.

Additional Duties & Responsibilities

- To ensure that the Council fulfils its duties and responsibilities as Custodian Trustee to the Tarn Moor Estate and to liaise with the Managing Trustees, Clerk to the Managing Trustees and their agents as appropriate.
- To act as Clerk to the Managing Trustees of Heap Parkinson Homes
- To act as Clerk to the Trustees of the Craven Museum Trust.
- To act as an ex-officio Director of the Skipton Business Improvement District (BID) in line with the terms of the BID constitution and Council policy.

General Duties:

- To undertake such other duties and responsibilities as may be reasonably required, and which are consistent with the general level of responsibility of this role and the needs of the Council.
- To attend meetings of the Council and its Committees as appropriate.
- To prepare and produce reports and associated supporting materials for Council meetings.

- To maintain personal and professional development to meet the changing demands of the job, and to participate in appropriate training activities
- To establish and maintain effective working relationships within and outside the organisation.
- To uphold the Council's core policies and procedures.

Contacts

The post-holder will be required to present an appropriate, positive, image of the Town Council, dealing with all contacts in a professional and respectful manner.

Internal Contacts: Councillors, Members of the Council's Management Team, Other members of Town Council staff.

External Contacts: Contractors, Suppliers, Representatives of Partner Organisations and other Local Authorities, Representatives of Central & Regional Government, Representatives of industry groups and advisory bodies, Representatives of community groups and other local organisations, Representatives of the press and media, Members of the Public.

Notes

The Town Council reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The post may include some evening and other out-of-hours working.

The postholder will be required to undertake appropriate training in connection with any aspect of the job role.

July 2017

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