

We are seeking applications for a Chief Officer



Stanley Town Council

Salary Scale: LC3 above substantive 42 – 45

(Full time – 37 hours per week)

Are you looking for a management role at the heart of a vibrant local community?

Are you excited by the opportunity to improve the life of residents and businesses?

Are you a strong team player and excellent communicator?

Sounds like you? Read on, we have your perfect career opportunity...

Stanley Town Council is looking for a talented and hardworking individual to lead and manage all the Council's legal, administrative, environmental and financial functions. The successful candidate will need to build a wide range of positive relationships with Councillors, volunteers, residents, local groups, and partner organisations.

In this important role, you will act as the Council's Proper Officer and Chief Officer who is under a statutory duty to carry out the instructions of the Council and to serve or issue all the notifications required by law. The Chief Officer will lead and advise the Council on, and assist in, the formation of overall policies to be followed in respect of the Council's activities and, to produce all the information required for making effective decisions and to implement constructively all formal instructions. The person appointed will be responsible for the management of staff and resources and will take the lead on the Council's projects. The Chief Officer is accountable to the Council for the effective management of all its resources and will report to them as and when required.

Stanley Town Council has 20 Councillors, an annual revenue budget of £900,000 and assets valued at £413,659. The Chief Officer is supported by an excellent team of 9 staff members, making this the ideal position for somebody with previous management experience.

Strategic delivery is at the core of the role. Chief Officers come from a range of backgrounds, but they share an enthusiasm for serving the community. If you come from outside the sector then full support, training and mentoring will be provided.

Hours of work are flexible and include some evening and occasional weekend working. You will receive 27 days annual leave plus bank holidays. The Council offers a contributory pension scheme.

If you would like to find out more, please call or email our Recruitment Consultant at the Local Government Resource Centre, to register your interest, and a recruitment pack will be sent to you.

Dianne.rickaby@stanley-tc.gov.uk

Tel: 01207 299109

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