

Bishop’s Stortford Town Council
Recruitment Information – Chief Executive Officer

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ABOUT THE COUNCIL

Bishop's Stortford is an ancient market town situated on the idyllic countryside border of Herts and Essex. Bishop's Stortford's setting allows for walks through its green spaces and river which run throughout the town. There are a variety of attractions which are suitable for all of the family, and plenty of events for arts and history lovers.

Bishop's Stortford is conveniently located close to the M11 motorway and to Stansted Airport with excellent travel links to London, Cambridge and the North. The Town has grown significantly in recent years making it the largest town in East Hertfordshire, however it remains proud of its heritage and maintains a strong independent community spirit, with the Town Council working hard for its 40,000 residents.

The Council consists of seventeen members who give their time and effort voluntarily and were most recently elected in 2019. The Council employs ten office staff (both full and part time) and eight maintenance staff. Its duties include management of the cemetery, ten allotment sites, Community centres, Community minibuses, the closed Churchyard at St Michael's Church and some of the Town's open spaces, splash pool and parks. The Council also provides the Tourist Information Centre, operates the regular and specialist markets and organises civic events including the ever-popular Carnival, Remembrance and the Christmas Fayre. It awards both capital and revenue grants to a variety of Community groups both directly and through an associated charity, the Brazier Trust

The Council also administers several Trusts including Community Halls at St Michael's Mead, Havers and Bishop's Park. It also administers the finances of Bishops Stortford Arts and Museum CIO, which runs the South Mills Arts and the Bishop's Stortford Museum in South Road. This contemporary venue for arts and culture provides conference facilities and boasts a 300-seat theatre, a multi-purpose studio space, a museum and large exhibition gallery.

Bishop's Stortford has three tiers of Local Government, which are independently run and have separate responsibilities. The Town Council works closely with the other tiers (ie the District and County Councils) and with other stakeholders including the Police and the Business Improvement District to the benefit of the Town.

Full details of the Town Councils activities can be found on the website. Minutes of all meetings of the Town Council and its Committees (which give a good insight into its operation) can be found in the document library on the site.

JOB DESCRIPTION

Overall Responsibilities

The Chief Executive Officer will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authorities Proper Officer.

The Chief Executive Officer will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Chief Executive Officer is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to provide all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

Although the role of Responsible Financial Officer is separate, the Chief Executive Officer will oversee the holder of this role and have ultimate responsibility for the financial records of the Council and the management of its finances.

In more detail

Statutory Functions

- to act as Proper Officer of the Council and to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority Proper Office
- to ensure that statutory and other provisions governing or affecting the running of the Council are observed.

Council Policies and Instructions

- to have total responsibility for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
- To prepare drafts of, recommend and advise the Council on overall policies to be followed in respect of the Authority's activities and in particular to product all the information required for making effective decisions and to implement constructively all decisions.

Meetings

- To prepare, in consultation with appropriate members and in accordance with Standing Orders, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval, other than where such duties have been delegated to another Officer.
- To issue notices and prepare agendas and minutes for the Town Meeting: to attend the assemblies of the Town Meeting and to implement the decisions made at the assemblies that are agreed by the Council

Service Management

- To manage the day to day operation of all services (external and internal) provided by the Council
- To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.

- To draw up both on his/her own initiative and as a result of suggestions by Councillors, proposals for considerations by the Council and to advise on practicability and likely effects of specific courses of action.
- To agree and issue any licence for the use of land by a third party including but not limited to Allotments, Concessions such as Ice cream vans, market licences, café licences for a duration (or with a notice period) not exceeding five years provided the fee for such licence is either authorised by Council, competitively established or, where there is no effective competition, based on precedent established by Council or on market rates

Staff

- To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
- To delegate tasks as deemed appropriate unless specifically mandated or prohibited by Council policy or law
- To appoint, re-assign or dismiss permanent or temporary staff as reasonably required to perform functions approved by Council within the approved staffing budget, having due regard to employment and other law and provided that any permanent appointment will not have a material adverse effect on the precept requirement for the current or following year.

Responsible Financial Officer (currently delegated)

- To act as Responsible Financial Officer or to oversee the function if delegated to another member of Staff. This includes:
- To be responsible for all financial records of the Council and the careful administration of its finances.
- To monitor and balance the Council's accounts and prepare the records for audit purposes and VAT
- To receive and report on such invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
- To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- To ensure that the Council's obligations for Risk Assessment are properly met.
- Periodically to review the Council's investments and make prudent adjustments to optimise within the overall Treasury management policy

Other

- To act as the representative of the Council as required to and on third party bodies.
- To build effective relationships with a variety of statutory and non-statutory stakeholders
- To be accountable for the effective management of all its resources and will report to them as and when required.
- To prepare, in consultation, with the Chairman, press releases about the activities of, or decisions of, the Council.
- To be responsible for all Trusts administered by the Town Council. To support the Finance Officer in the financial administration of Bishop's Stortford Arts and Museum CIO
- To take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council
- To institute, defend and appear in any legal proceedings authorised by the Council
- To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest
- To make any decisions necessary as a matter of urgency in accordance with applicable Standing Order(s)

PERSON SPECIFICATION

1. Education/Qualification

Essential	Desirable
<ul style="list-style-type: none"> • Hold or study for the Certificate in Local Council Administration 	<ul style="list-style-type: none"> • Bachelors degree and/or relevant professional, financial or management qualification e.g. MBA, DMS, Certificate in Local Council Administration

2. Skills and Knowledge and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Strategic management experience • Able to operate both at the strategic and detailed level • Leadership skills and the ability to manage staff effectively • Able to effectively manage partnership working • Able to interpret and implement complex procedural guidelines and instructions. • Project and change management experience. • Good knowledge of Employment Legislation and Health and Safety Legislation. • Proven budget management/financial procedures. • Fully conversant with Microsoft Office packages; able to learn other software • Full driving licence, or able to explain how the needs of the post can be without a driving licence. 	<p>One or more of:</p> <ul style="list-style-type: none"> • Good appreciation of law, able to read and interpret legal documents and original legislation • Working understanding of facilities matters to at least the level of a competent DiYer. • Marketing and social media skills • Additional IT skills including networks, websites, databases etc • Good diagnostic skills, able to assist with fault analysis of buildings, IT systems, plumbing systems (splash pool, drainage etc) • Understanding of local government democratic processes. • Working knowledge of local government or other public sector organisations.

3. Personal Attributes

Essential	Desirable
<ul style="list-style-type: none">• Confident communicator with good negotiation skills.• Committed to Service Delivery• Flexible and able to respond to a wide variety of situations 'on the fly'.• Resilient, determined, gets things done; innovative• Sensitive to operating in a political environment; able to provide unbiased advice• Able to work irregular hours.• Ability to prioritise workload.	

HOURS, SALARY AND BENEFITS

37.5 hours per week principally Monday-Friday 9am-5pm.

Hours to be worked flexibly as the role demands to include evenings typically 1-2 Mondays per month and occasional Saturdays/Sundays for events etc, on a time off in Lieu basis

Salary: £K63-£K69 per annum

Sick benefit (after probationary period): 1 month half pay, 2 months full pay rising to 6 months half pay, 6 months full pay after 5 years

Holiday: 25 days annually plus eight recognised public holidays. Up to 5 additional days can be purchased with salary sacrifice ($1/260^{\text{th}}$ per day purchased)

Pension: Defined contribution (money purchase) contributory pension

HOW TO APPLY

To apply please send CV and letter of application (500 words max) to ceo.vacancy@bishopsstortfordtc.gov.uk. Applications must be received no later than 18:00hrs on 6th November 2022.

The dates of interviews are to be confirmed, but likely to be w/c 7th or w/c 14th November. Please monitor the website for updated information on the timeline.

If you would like an informal, confidential discussion with the current Chief Executive Officer he can be contacted on 01279 712147 or you can make an advance appointment through his assistant, Sim Richardson (01279 712141, sim.richardson@bishopsstortfordtc.gov.uk). This is entirely optional and will not affect your assessment.