



OTTERY ST MARY TOWN COUNCIL

APPOINTMENT OF DEPUTY CHIEF EXECUTIVE OFFICER

RECRUITMENT INFORMATION

Recruitment Pack

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Ottery St Mary Town Council Information

Ottery St Mary is one of the oldest and most historic towns in Devon. It lies in the green valley of the river Otter, twelve miles east of Exeter and six miles inland from the coastal resort of Sidmouth. The area of the Town covers some 125 hectares or some 300 acres. At the beginning of the 19th Century Ottery was the largest town in East Devon and even the 1891 census indicates that it was the second largest apart from Exmouth having a slightly higher population than Sidmouth. Compared with other towns it has not therefore expanded so rapidly this century, although much post 1945 development has occurred, mainly to the south and east of the historic centre. The decline of its textile industry, loss of rail communication and location away from existing main transport routes probably accounts for this.

Ottery St Mary Town attracts visitors from all over the world. They come to see the magnificent Parish Church, modelled on Exeter Cathedral and to walk in the footsteps of Samuel Taylor Coleridge, born in Ottery in 1772 and where he spent his early childhood. Variousy described as a poet, philosopher, journalist, literary critic, fell walker, travel writer, naturalist, translator and writer the fame of Coleridge has spread throughout the world.

Tar Barrel Night on November 5th offers a spectacle that has featured on television in a vast number of countries. Men, women and children of Ottery run with flaming barrels through the streets of the town. A Bonfire, some twelve metres high, burns beside the River Otter and a Fun Fair on the opposite bank offers enjoyment for both local people and the thousands of visitors who come to see the spectacle.

In midsummer Pixie Day is celebrated when the town comes alive with children dressed as Pixies who capture the bell ringers from the Church in a re-enactment of a tradition lost in antiquity.

The Council

The Town Council has 11 elected members who are elected for a term of four years. The members do not receive any payment for being elected members and give their time voluntarily for the benefit of Ottery residents. Each year the Council elects from amongst its Members the Town Mayor and Deputy Town Mayor.

As an evolving Town Council our aim is to is to promote the social, economic and environmental wellbeing of Ottery St Mary through the provision of quality facilities that are accessible to all.

Provision of Services

Services provided by the Town Council include:

- Planning Consultees for planning applications that are made within the boundary of Ottery St Mary
- Management of assets, e.g. allotments, cemetery, public spaces etc
- Provision and maintenance of the various properties within the ownership of the Town Council
- Administration of committee services
- Civic Functions

Often the Town Council works in partnership with other authorities and local organisations, in particular East Devon District Council, and Devon County Council. The relationship between the Town Council's Officers and Officers of the District Council and County Council is very important and is of considerable benefit to all stakeholders, including Ottery St Mary residents.

Meetings

Full Council meetings are held in the evenings on the first Monday of each month. In addition, there are also Planning Committee meetings held on average twice each month (occasionally there are three meetings) on either Monday or Tuesday evenings. Members of the public are welcome to attend and may speak at Public Forum. Other meetings of the Council's various Committees are held throughout the council year and are generally held during the day. Currently all meetings are held virtually by Zoom

Advertisement



OTTERY ST MARY TOWN COUNCIL

requires a full time

DEPUTY CHIEF EXECUTIVE OFFICER

Salary: £25,481 (SCP 19) - £32,234 (SCP 28)

For a full job description, person specification and application form please visit www.otterystmary-tc.gov.uk or telephone 01404 812252 or e-mail enquiries@otterystmary-tc.gov.uk

Closing date for applications is **Wednesday 18th November 2020**

Job Description and Person Specification

Deputy Chief Executive Officer (`DCEO`) Job Description

Hours: full time – 37 hours per week

Salary: £25,481 (SCP 19) - £32,234 (SCP 28) To be appointed on the SCP commensurate with qualifications and previous experience

Reports to the Chief Executive Officer (`the CEO`)

Role Description

The DCEO will be an Officer of the Council and in the absence of the CEO (Proper Officer) 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 authority's Proper Officer. The DCEO will be responsible for ensuring that the instructions of the Council in connection with its function as a local authority are carried out. The DCEO is expected to advise the Council on, and assist the CEO in, the formation of overall policies to be followed in respect of the authority's activities and to assist in the production of all the information required for making effective decisions. The person appointed will be accountable to the CEO for the effective management of resources and will report to them as and when required.

The DCEO will support the Responsible Financial Officer (RFO) and be responsible for financial records of the Council and the careful administration of its finances, as directed by the RFO. The DCEO will be the person nominated as deputy RFO in the absence of the RFO.

The DCEO will prepare to assume the post of the CEO in the future, and alongside his/her duties will shadow the CEO who will provide `on the job` training to enable the DCEO to gain knowledge of all aspects of the CEO's work, in addition to attending relevant approved training courses. This will enable a smooth transition from DCEO to CEO at the appropriate time, subject to the Council being satisfied with the performance of the DCEO over the preceding period of his/her employment

Job Description

1. Ensure that statutory and other provisions governing or affecting the running of the Council are observed
2. Support the CEO/RFO in the monitoring and balancing of the Council's accounts and prepare records for audit purposes and VAT as directed by the CEO/RFO

3. Support the CEO in ensuring that the Council's obligations for Health and Safety Regulations are properly met
4. Act as the responsible officer for ensuring that risk assessments are prepared, are annually reviewed and presented to the CEO/Council for approval
5. Act as the officer responsible for collating requests for allotments and leading on the development of allotment provision and liaising with the Chair of the Allotments and dealing with general queries*
6. Support the CEO in the management of the properties owned by the Council following the advice and instructions of the Property and Land Committee and to draft appropriate tenancy agreements
7. Support the CEO, with the administrative duties in a timely fashion, in respect of the cemetery; liaising with funeral directors and members of the public to establish and maintain a high level, quality service to the bereaved, whilst ensuring that accurate data and burial records are kept and maintained. In addition to draft the legal documents required
8. Prepare, in consultation with members, 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 the CEO or other Officer
9. Support the Council in its current and future projects, namely S106, Regeneration, Climate Change etc, which will require attending meetings, taking minutes and progressing `actions` from these meetings
10. In the absence of the CEO, cover his/her absence at the office, work with the Chairmen of other Committees to establish agendas, attend and subsequently minute Council and committee meetings
11. Support the CEO in maintaining and monitoring all systems and records relating to the Council's management of assets, including buildings etc
12. Act as the officer responsible for developing and updating the website, Facebook and Twitter account with Council information, agendas, minutes and news items*
13. Support the CEO in the procurement of goods and services for the Council
14. Support the CEO to ensure the timely and effective management of the Council's contracts renewals
15. 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 or the known policy of the Council
16. Study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council
17. Draw up on his/her own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on the practicability and likely effects of specific courses of action
18. In the absence of the CEO to supervise staff members and manage the day-to-day running of the Council offices
19. Act as the representative of the Council where required
20. To be responsible for the Council's Information Centre Volunteers – to organise regular meetings with them and to deal with issues `as and when` they arise
21. Prepare in consultation with the Chairman and other Councillors as appropriate, press releases about the activities or decisions of the Council
22. Prepare newsletters, posters and advertisements pertaining to Council business*
23. Assist in the organisation of Town Council events
24. Attend training courses or seminars on the work and role of the CEO and Council as required
25. To liaise with engineers about office IT and telecommunications

26. To deal with annual grants and progress through until payments have been distributed to recipients*
27. Continue to acquire the necessary professional knowledge require for the efficient management of the affairs of the Council; membership of The Society of Local Council Clerks is suggested
28. Undertake any other reasonable tasks as directed by the CEO

***These duties may or may not be part of the role subject to other staff availability**

Person Specification

	Essential	Preferred
1. Education / Qualifications	<ul style="list-style-type: none"> • Educated to `A` level, degree or HND level or NVQ level 4 or above • Certificate of Local Council Administration (or willingness to obtain within the first 12 months of employment) 	<ul style="list-style-type: none"> • Local policy or community governance qualification • Relevant post-graduate qualification • Legal background
2. Work Experience	<ul style="list-style-type: none"> • Experience of using manual/computerised systems • Experience or working in a business or professional setting 	<ul style="list-style-type: none"> • Previous local government experience • Previous experience of burial law, commercial property law and the drafting of related legal documents
		<ul style="list-style-type: none"> • Experience of minuting meetings
3. General Skills / Knowledge and Aptitude	<ul style="list-style-type: none"> • Able to produce reports on a range of subjects including analysis of numerical data • IT skills • Ability to problem solve in an inclusive manner • Ability to assimilate viewpoints establish common understand 	<ul style="list-style-type: none"> • Understanding of a local council's legal framework and operating environment
4. Management Skills	<ul style="list-style-type: none"> • Ability to manage and supervise staff • Budget management • Project management • Ability to organise effective meetings and events • Manage self and meet targets and deadlines 	
5. Communication Skills	<ul style="list-style-type: none"> • Ability to communicate in a clear confident manner • Ability to work well with members of the public and community leaders, • Ability to present to wide range of audiences 	<ul style="list-style-type: none"> • Ability to operate within a local authority environment but act impartially and use open and fair processes

6. Motivation	<ul style="list-style-type: none"> • Ability to maintain good relationships with councillors, colleagues, contractors and the public • Self-reliant and self-motivated • Ability to work evenings • Ability to grow with the role and undertake training 	
7. Strategic Thinking	<ul style="list-style-type: none"> • Ability to consider the long-term consequences of Council decisions 	<ul style="list-style-type: none"> • Ability to develop and maintain a strategic plan • Understanding of the cycle of strategic/tactical and operational management
8. Personal Qualities	<ul style="list-style-type: none"> • Ability to be focused and take a wider view • Ability to have a calming influence in difficult situations but galvanise action when things are not happening • To work with minimal supervision 	
9. Other	<ul style="list-style-type: none"> • Driving licence, access to a vehicle and ability to travel to different venues 	

If you require any further information please contact the CEO, Mrs Christine McIntyre, at the address below.

Ottery St Mary Town Council
Council Offices
The Old Convent
8 Broad Street
Ottery St Mary
Devon
EX11 1BZ

Tel: 01404 812252

E-mail: enquiries@otterystmary-tc.gov.uk

If you have a disability and require a large print copy or any alternative arrangements in completing your application or attending for interview please let us know.

CLOSING DATE FOR APPLICATIONS is Wednesday 18th November 2020

Completed applications should be marked **PRIVATE & CONFIDENTIAL** and sent by post to the CEO at the above address or alternatively by e-mail at enquiries@otterystmary-tc.gov.uk

