

# WHITCHURCH TOWN COUNCIL

Lead a progressive Council serving an historic town

## Chief Officer

Salary Scale 37-41 currently, £40,876 – £44,863



This is an exciting opportunity for an exceptional and proactive professional with considerable leadership, communication and organisational skills. The Chief Officer (previously titled Town Clerk) will lead a friendly and dedicated team of staff and support Councillors in delivering their vision for Whitchurch.

Previous unsuccessful applicants need not apply.

Whitchurch is a busy market town, the fifth largest in Shropshire. First settled in Roman times it is the oldest continually inhabited town in Shropshire, as proud of its heritage as it is of its thriving high street. The Town Council is based in the Civic Centre with its excellent facilities and theatre and is at the heart of this growing community.

### The successful candidate will:

Manage the overall operations of Whitchurch Town Council, including marketing, communications and logistics, developing and implementing strategies and policies to help develop Whitchurch Town in a progressive and sustainable manner.

Be the Proper Officer and Responsible Finance Officer of the council and have a statutory duty to carry out all the functions required by law. You will be responsible for ensuring the council receives the advice and information it requires to ensure good governance.

### About You:

You will hold the Certificate in Local Council Administration and will have strong leadership and proven management, communication and negotiating skills. You will be able to demonstrate experience of strategic and financial planning for complex projects and a sound understanding of Local Government and current issues.

**We value equality** we welcome applications from everyone who meets our person specification.

An information pack and application form can be downloaded from our website:

[www.whitchurchcouncil.uk](http://www.whitchurchcouncil.uk) or by emailing [clerk@whitchurchcouncil.uk](mailto:clerk@whitchurchcouncil.uk). For an informal chat, please phone Cllr Simon Hamlyn, Chairman of Personnel Committee on 07788 278422.

**Closing date: 5pm Wednesday 31<sup>st</sup> March 2021**

**Interviews will be held on 14<sup>th</sup> April 2021**