

CALDICOT TOWN COUNCIL
CHIEF OFFICER & TOWN CLERK

Salary: Scale LC3 SPC33 £41,418 – SPC36 £44,428

FULL TIME (37 HOURS PER WEEK)



Caldicot Town Council takes pride in serving the people of our town, fostering community development, and providing essential facilities for our residents. As we continue our commitment to community well-being, we are pleased to announce an opportunity for a dedicated professional to join the Council as Chief Officer and Town Clerk.

Answerable to the Council as a whole, the role will require you to act as the principal governance and officer of the Council, enabling it to fulfil its statutory obligations, advising on, and supporting the formulation of policies, and ensuring the effective implementation of the Council's decisions. Applicants will need to be able to demonstrate a dynamic skill set and the ability to act strategically. Experience of administrative management in a complex and challenging environment is essential.

An understanding of local government law and procedure as is an expectation that you will have or will work towards an appropriate professional qualification (Certificate in Local Council Administration). A commitment to pursue continuous professional development is also expected.

As a principal point of contact for the Council, you will need excellent oral and written communication skills. A good level of numeracy is also required to ensure delivery of the Financial Governance and Accountability requirements in conjunction with the RFO.

You will also have line management responsibility for the Council's 3 staff.

The successful applicant will be required to work from the Council's town centre office a minimum of four days a week. Additionally, you will need to attend regular evening meetings and occasional weekends when required. The ability to speak Welsh is desirable, but not essential.

For further details of the post including the job description, person specification and application form, please e-mail clerk@caldicottc.org.uk. **CVs will not be accepted.**

If you would like to discuss the requirements of the post please telephone

Anne Wilson, Locum Town Clerk on 01291 420441 or 07423 654271.

CLOSING DATE: 12 noon Friday 26th April 2024

Caldicot Town Council is an Equal Opportunities Employer and welcomes applications from all sections of the community.