

Bramshott & Liphook Parish Council

Role Profile

Last updated: August 2015



Job title:	Executive Officer
Level:	Manager or supervisor <ul style="list-style-type: none">• Role that contributes and achieves results through others• Performance of the job holder is measured by own results and the results of their team
Base location:	The Parish Office, Liphook
Responsible to:	Bramshott & Liphook Parish Council The Executive Officer will act within the prescribed scheme of delegations or specific authorities given from time to time and within policy and budget constraints
Responsible for:	Directly: Deputy Executive Officer Indirectly: Administration Officers, LMC Manager, Head Groundsman, LMC Officer, Groundsmen, Duty Caretakers, Haskell Centre Cleaner
Role summary: <i>(The primary purpose of the role)</i>	<p>To take strategic and operational management responsibility for all of the work of Bramshott & Liphook Parish Council in order to provide recreational and other facilities and services for the community. To ensure that the Council meets all civic, financial, legal and democratic obligations, acting as 'Proper Officer' for statutory functions of the Council. To provide documented staff procedures, support and guidance to employees and members of the Council and to represent the Parish Council. The role holder will serve as a member of the Council's management team.</p> <p>Acting as Responsible Finance Officer for the Council. In the short term absence of the Deputy Executive Officer, the Executive Officer will deputise with regards to carrying out the day to day/routine tasks normally carried out by the Executive Officer. The Executive Officer and Deputy Executive Officer are expected to plan ahead and work flexibility to cover each other's absences to provide a professional, efficient and consistent service to the Council, its customers and other stakeholders.</p>
Key accountabilities <i>(High level responsibilities rather than the day to day activities of the role)</i>	
➤ Support the Council in development, implementation, maintenance & evaluation of strategy, policy, plans, processes and budgets for the Council in conjunction with its members	
➤ Manage the employed team to enable the delivery of a customer focused service	
➤ Support the members of the Council with continuous professional development	
➤ Take overall responsibility for managing the Council's assets	
➤ Manage projects within the prescribed parameters and resources	
➤ Manage the marketing, communication and positive promotion of the Council and its services	
➤ Support the democratic processes	
➤ Provide committee services and procedural advice to the Full Council and Finance & Policy Committee	

- Actively seek alternative sources of funding and new income generation opportunities for the Council
- Ensure that the Council complies with all legal, policy and procedural requirements
- Ensure that the Council complies with all health & safety requirements
- Liaise and engage with other local authorities/contractors/service users/members of the public in a professional manner to develop relationships and partnership working

Role specific competencies

(Role specific competencies are behaviours and skills required for this specific role or work environment)

Communication (oral and written)

- Receives, understands and conveys information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey the information to others

Teamwork and Motivation

- Understands and manages the inter-relationship between different teams (members and employees) and their impact on the overall aims of the Council; helps to break down barriers between teams; builds beneficial working relationships across the teams
- Forms and communicates a clear vision of what is to be achieved overall by a team; encourages individuals to contribute to this common goal to the best of their ability; create a sense of unity and common purpose

Liaison and networking

- Initiates, develops or leads networks which are external to the Council; initiates, builds or leads internal networks; maintains relationships over time; establishes communication channels for self or others to use

Service delivery

- Sets the overall standards for service across the Council; monitor service levels; pre-empts changes in customer needs and anticipates future requirements; maintains overall quality balancing different demands; ensure others have the support they need to provide a quality service and fulfil their role

Decision making processes and outcomes

- Takes independent decisions within the prescribed scheme of delegations or specific authorities given from time to time and within policy and budget constraints
- Is party to some collaborative decisions; works with others to reach an optimal conclusion

Planning and organising resources

- Carries out planning on a long-term or strategic basis that will affect the whole Council. Gives input into setting, and has responsibility for managing overall budget
- Takes responsibility for the operational planning and organisation of larger projects or an area of work; co-ordinates more than one team or projects on a monthly, quarterly or annual basis; sets performance standards and establishes monitoring procedures to keep track of progress across these different aspects of work; provide input to longer term planning. Gives input into setting, and has responsibility for managing budget for operational area or project

Initiative and problem solving

- Resolves problems where there is a lack of precedent which calls for innovation and creative thought to develop appropriate options; anticipates problems and makes projections; initiate solutions which take into account strategic implications for the Council and which do not limit future choices
- Resolves problems where there is a mass of information with a range of potential options available; applies creativity to devise varied solutions, approaching the problem from different perspectives

Work environment

- Understands variability in your working environment and its potential negative impact on the work process or the health and safety of yourself or colleagues; determines the level of risk and appropriate response

People management

- Sets the overall standards for performance across the Council; monitors performance levels to continually improve performance; creates an environment of empowerment and personal accountability; effectively manages the performance of others to maximise potential and contribution; ensures others have the support they need to fulfil their role
- Sets the standards for performance for a team; uses the performance management system to proactively manage the performance of direct reports and the team; celebrates and rewards achievements; confronts and manages performance issues and problems clearly and sensitively; ensures others have the support they need to fulfil their role

Team development

- Manages training or development activity according to the needs of the individual or group; identifies current capabilities and future needs; defines the performance standards required; identifies appropriate developmental activity; assesses the application of learning; give feedback and guidance on overall performance
- Trains or guides others on specific tasks, issues or activities; give advice, guidance and feedback on the basis of your own knowledge or experience; delivers training

Role skills, qualifications and experience

(Job requirements and professional qualifications essential to complete the role)

- Degree level and/or professional qualification and/or management qualification and/or relevant experience
- Within one year of appointment the role holder will be required to have passed the Certificate in Local Council Administration (CILCA)
- General management experience ideally including managing people, projects, assets and property
- Financial awareness and ability, financial management skills, ideally including bidding for external funds
- Competent in using IT systems (including word processing and spreadsheets) with good general IT awareness including using the Internet, websites and social media
- General understanding of Health & Safety requirements for business and the public
- Able and willing to work evenings (regularly) and weekends (very occasionally) as required

Additional Information

- The role holder must at all times carry out their responsibilities with due regard to the Council's policy and commitment to Equal Opportunities
- The role holder must accept responsibility for ensuring that the Council's policies and procedures relating to Health and Safety in the workplace are adhered to at all times
- The role holder must respect the confidentiality of data stored electronically and by other means in keeping with the Data Protection Act
- The role holder must carry out their responsibilities with due regard to the non-smoking environment of Bramshott & Liphook Parish Council
- The role holder is expected to undertake professional development relevant to the role, including attending training courses as requested by their line manager
- This role profile is a guide to the nature of the work required of the Executive Officer. It is not wholly comprehensive or restrictive. The Council may from time to time wish to amend this role profile. You may be required to undertake other duties to meet the requirements of the job