

JOB DESCRIPTION

Kidderminster Town Council – Corporate Services Manager

Job Grade:	SCP Range: 29 - 32, LC 2 Above Substantive
Contracted Hours:	Full Time, 37 hours / week
Contracted Days:	Monday to Friday (occasional evening / weekend time may be required)
Responsible To:	The CEO & RFO
Based At:	Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF.
Job Description Date:	April 2025
Annual Leave:	In accordance with the NJC guidance
Politically Restricted Post?	Yes – Due to role



PURPOSE OF JOB:

- A. To manage and deliver the Council's Corporate Services.
- B. To line manage the Council's Corporate Services Team (currently 1 Corporate Services Officer and one part-time accounts officer)
- C. To be the Lead officer for the Council's Finance and Overview Committee
- D. To play an active part in the Council's senior Management Team

REPORTING RELATIONSHIPS TO OTHER POSTS

This post will report to the CEO of the Council

MAIN DUTIES AND RESPONSIBILITIES

- A. To manage and deliver the Council's Corporate Services, which includes:
 - a. Accounts (payments and receipts, Purchase Orders, payroll)
 - b. Contracts, Service Level Agreements, Insurances, Direct debits, etc.
 - c. Office supplies and equipment
 - d. Meetings management and support
 - e. Room bookings and diary/ calendar management
 - f. HR Administration and records
 - g. PR and social media
 - h. Website maintenance
 - i. Councillor Administration and records
 - j. Front line service- Public interface with the Council

- B. To line manage the Council's Corporate Services Team (currently 1 Corporate Services Officer and one part-time accounts officer):
 - a. To give clear guidance and direction to Team Members
 - b. To support and develop team members through regular 1-2-1's and annual appraisals
- C. To be the Lead officer for the Council's Finance and Overview Committee:
 - a. To prepare agendas, reports and work programmes for the Committee
 - b. To attend Committee meetings and advise members on relevant business and governance arrangements.
 - c. To draft minutes and action sheets following Committee meetings.
- D. To play an active part in the Council's senior Management Team:
 - a. SMT work closely together to deliver and promote the Council's Strategy 2025-2029.
 - b. Participation and reporting at Management Team meetings.
 - c. To deputise for the CEO, as or when required.
 - d. To deputise as Responsible Financial Officer, as or when required.

The post holder may be reasonably required to perform duties other than those given in the job description for the post. This job description is not exhaustive and is subject to change. This is a description of the job as it is constituted at the date shown. It is the practice of the Council to periodically examine job descriptions, through the Employee Development Review Scheme, and update them or incorporate any changes to ensure that they reflect the job performed. The procedure will be conducted in consultation with the post holder.

Time off in lieu will be permitted in respect of any overtime worked, provided that it can be accommodated within departmental operational schedules. Subject to pre-approval by the CEO, overtime may be paid.

In accordance with the Local Government and Housing Act 1989, because of the nature of the role, this is a politically restricted post. Accordingly, such post holders will not be able to be a candidate, or prospective candidate, for election as an MP, MEP or Local Councillor; hold office in a political party; act as an agent or sub agent for a candidate for election as an MP, MEP or Local Councillor; canvass on behalf of a political party or for a candidate for election to MP, MEP or Local Councillor and speak or write in public in a manner which appears to be designed to affect public support for a political party.

Town Council - General Officer Requirements

The post holder is required to contribute to the achievement of the Council's objectives through:

- **Customer Service**

When working for the Council, all employees are ambassadors of the Council and are expected to be courteous, helpful and professional when dealing with the public, the elected members of the Council and with colleagues.

- **Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

- **Corporate Responsibility**

The postholder will be a part of the Council team and will be expected to support the Council's Strategy and corporate objectives in all aspects of their work.

- **Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

- **Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Council's Health & Safety policy.

- **Team Working**

As the Town Council has a small workforce, there will be occasions when staff are required to support other sections within the Council in order to successfully deliver the Council's events, services and functions.

Corporate Services Manager - Person Specification:

We are looking for someone who is able to deliver all of our Corporate Services, in a timely, efficient and cost-effective manner.

AREA	ESSENTIAL	DESIRABLE
EDUCATION & QUALIFICATIONS		
• Educated to A-Level or equivalent	E	
• Educated to Degree level or equivalent		D
• Relevant Accounting qualification		D
EXPERIENCE		
• Minimum 2 years' experience of accounts management and records	E	
• Experience of preparation for internal and external audits		D
• Experience of writing reports for decision-makers		D
• Experience of meetings preparation, management and delivery	E	
• Experience of planning and managing a budget	E	
• Line Management Experience or supervision	E	
• Team working and participation	E	
SKILLS		
• Good numeracy skills and ability to understand financial data	E	
• Interpersonal relationship building and negotiation skills		D
• Ability to prioritise and plan workload effectively	E	
• Knowledge of Town/Parish Council workings		D
• Computer Literacy: Proficiency in Microsoft Office	E	
• Good interpersonal skills and communication skills; in person, verbally and written	E	
• Being able to take on additional tasks or responsibilities beyond the core duties as required by the organisation	E	
• Attention to Detail: Attention to detail is crucial for ensuring accuracy in record-keeping and compliance with regulations.	E	
• A strong awareness of Political sensitivities	E	