

Job Description

Job title	TOWN MANAGER
Accountable to	Town Council
Responsible for	
Date reviewed	August 2025

Purpose of the job

The primary purpose of the post is, at all times, working as part of the Town Council staff team, to be a representative Halewood Town Council: to the community, its stakeholders and partners, providing cost effective, high quality services and amenities which reflects the interest and expectations of the Halewood community, in accordance with the wishes and powers of the Town Council.

Specifically, to carry out all functions required by law of a local authority Proper Officer and Responsible Financial Officer in a timely manner and to issue all statutory notifications, including all it's statutory, financial, operational and administrative functions. To lead and effectively manage the Council's staff team in the provision of cost effective, high quality services and amenities which best serve and reflect the interests and expectations of the Halewood community and its environment, in accordance with the wishes and powers of the Council.

Key Duties and responsibilities

1. To ensure that the legal obligations of the Council are met.
2. To develop and maintain a range of draft mandatory and discretionary policies for adoption by the Council.
3. To ensure that statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations.
4. To be the Council's principal adviser on all policy issues, developing and maintaining a range of draft mandatory and discretionary policies for adoption by the Council.
5. To keep services and activities under continuous review and to identify, plan and implement improvements in quality, efficiency and effectiveness.
6. To keep up to date with changes in legislation and forthcoming changes and advise the Council accordingly ensuring that all Council policies and procedures meet statutory requirements.
7. To receive and conduct all necessary and appropriate correspondence and documents on behalf of the Council as a result of the instructions, or the known policy of, the Council or, when appropriate, bring relevant items to the attention of the Council.

8. To be responsible for the proper maintenance and safe custody of Council records, deeds and documents
9. As Proper Officer, to sign, seal and deliver any agreements, contracts, conveyances, licences, consents, approvals etc on behalf of the Council.
10. To prepare and publish, in consultation with appropriate members of the Council, agendas for meetings of the Council and Committees in accordance with all statutory requirements and prepare minutes for approval, other than where such duties have been delegated to another Officer.
11. To ensure that all meetings of the Council and all meetings of its Committees, Sub- Committees and Working Parties are clerked, attending personally other than where such duties have been delegated to another Officer, and to maintain Councillor's attendance records.
12. To ensure that Council's budget is prepared and balanced, invoices paid and records prepared for audit purposes and VAT.
13. To prepare and publish an Annual Report for the Council.
14. To head the Council's paid service and manage all other members of staff in keeping with the policies of the Council and employment law and to ensure they perform to expected standards.
15. To arrange and/or undertake staff annual performance appraisals or reviews and deal with any redundancy, disciplinary, capability or grievance issues in accordance with the Council's policies and procedures.
16. To undertake all necessary activities in connection with the management and payment of salaries, conditions of employment and work of Town Council staff.
17. To apply the principles of equality and equal opportunities as embodied in the Council's policies and practices to promote equality of opportunity and treatment and the appropriate attitude and behaviour for all employees.
18. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
19. To be responsible for the management, maintenance, security and use of all the Council's properties, assets and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.
20. As required, undertake the role of Premises Licence Holder for Hollies Hall and the Arncliffe Sports and Community Centre.
21. To act as the official representative of the Council at meetings of other relevant organisations as required.
22. To maintain effective and positive press and public relations and prepare, in consultation with key Councillors, press releases about the activities of, or decisions of, the Council.
23. To take appropriate public relations action to enhance the profile and image of the Council and promote and protect the views/interest of the Council with all relevant external organisations or individuals.

24. To develop effective liaison and an effective working partnership with Knowsley MBC, other public authorities, statutory and voluntary bodies and other agencies as the Council's representative, to ensure that the Council plays a full and effective role in issues affecting the area.
25. To work to improve, develop and up-date the Council's website.
26. To ensure that the Council's obligations for financial risk assessment and insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met.
27. To attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council.
28. To manage the arrangements to comply with the Data Protection Act 2018 and the UK General Data Protection Regulation 2018.

Key Duties & Responsibilities: Responsible Financial Officer

As the Council's Responsible Financial Officer to be responsible for all financial procedures and records, and the careful administration of its finances, in compliance with all statutory obligations or other laws, provisions and policies governing or affecting the running of the Council including:

1. To carry out all the functions required by law of the Council's Responsible Financial Officer under section 151 of the Local Government Act 1972 for all financial matters and records of the Council.
2. Acting as the Council's principal adviser on financial matters, and to be responsible for the careful administration of the Council's finances, and the proper application and maintenance of the Council's Standing Orders and Financial Regulations.
3. Ensuring that the Council's finances are effectively managed and monitored, and to advise the Council on its financial forward plan, strategy and policies.
4. Advising the Council and its Committees on and prepare the annual budget estimates and five year forecast of income and expenditure for revenue services, the capital budget programme and annual Precept requirements.
5. Monitoring and managing the Council's budget expenditure and income, and to provide the Council and Committees with a regular statement of income and expenditure under each heading in the approved annual revenue and capital budgets.
6. Ensuring that all management reports are reported to the Council, and the statutory internal and external audit requirements are undertaken and completed each year, and any consequential action taken.
7. Issuing and reporting on invoices for goods and services to be paid for by the Council, and to ensure such accounts are met and that:
 - all necessary activities in connection with the management and payment of salaries and expenses are administered accurately and legally
 - all payments made to the Council are recorded, any necessary receipts issued, all cash and cheques received banked, all associated records kept, and any queries are investigated.

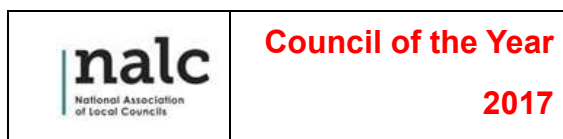
- invoices are prepared and issued on behalf of the Council for goods and services to ensure payment is received.
 - all necessary records in connection with the above are maintained.
 - all necessary administration and banking procedures are arranged to ensure that all full and part-time staff wages and salaries are paid.
 - petty cash accounts are operated properly, and all associated records of purchases are maintained.
 - all relevant rents or charges are collected for relevant Council services and facilities.
 - all necessary Revenue and Customs, VAT, SSP and pension financial returns and/or payments are completed and dispatched on time.
 - records, returns and public notices for the annual audit are prepared and the necessary public notices displayed.
 - appropriate financial IT systems are in place and operated securely.
 - monitoring and ensuring that the Council's accounts are controlled, and the Council informed of the ongoing financial situation.
8. Ensuring all necessary records are prepared for audit and VAT purposes.
 9. Ensuring that the Council's obligations for financial risk management, including risk assessments, are properly met and where necessary risks are properly insured.
 10. Manage the Town Council's contractual arrangements with suppliers and contractors
 11. Ensuring that adequate financial security, and internal financial and accounting controls, are in place and periodically reviewed, and the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
 12. Ensuring that an annual equipment inventory and asset register are in place.
 13. Ensuring that all surplus Council funds are invested securely and income maximized.
 14. To ensure that the commercial services operated by the Town Council are managed on a competitive basis in line with best practices in the private sector, to optimise their long term value as assets to the local community. To develop these services in order to produce additional revenue income which will enable additional non-commercial community services to be provided and maintained without further recourse to Council Tax
 15. Ensure that any other duties as set out in the Council adopted Financial Regulations, are met.
 16. Adhere at all times to the Accounts and Audit Regulations and to compile and present the final accounts of the Council.

General Duties

1. To oversee the expedient completion of tasks, projects, and activities and manage the day-to-day running of the Council.
2. To continue, via training, to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and to attend training courses or seminars on the work and role of Town Manager and Responsible Financial Officer and the Council's activities as required by the Council.
3. As approved by the Council, to attend sector specific conferences, seminars and workshops.

4. To ensure high standards of service and customer care in all aspects of the Town Council's work and dealings with the public and the community.
5. Subject to the approval of the Town Council, maintain the 'Quality' status of the Town Council under the Local Council Award Scheme.
6. To brief and advise the Council on all relevant matters and to make a major contribution to the formulation, development, revision, monitoring and review of the Town Council's objectives and its strategies for achieving these.
7. This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken. Other duties may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Town Council; it is not and shall not be construed as all embracing or exclusive. The Town Manager must faithfully carry out all lawful orders and instructions of the Council.

Approved by the Town Council at its meeting held on 28th August 2025



Person Specification – Town Manager

Criteria	Requirements	* M.O.A
Skills, knowledge, experience etc		
1	Ability to embrace and act at all times having regard to the Seven Principles of Public Life.	I & A
2	Consistent achievement over a minimum of 5 years in a Local Authority leadership / management role, in particular evidence of policy and strategy advice and development.	I & A
3	Successful track record of building effective and productive working relationships.	I & A
4	Working knowledge of sector-specific IT packages.	I & A
5	Ability to demonstrate sound management, financial and administrative skills.	I & A
6	Excellent understanding of community consultation and the ability to communicate in both written and oral format of positive engagement with residents, community groups, Town Council stakeholders and partners.	I & A
7	Excellent communication skills, both orally and written including high quality drafting skills.	I & A
8	Experience of staff management recruitment, selection, leading and by example, motivating, to a high level of achievement.	I & A
9	Detailed knowledge of the functions of and role of a Local Council, particularly the governance, operational and legal framework within which it operates.	I & A
10	An understanding of relevant legislation affecting Local Councils, e.g. Planning, General Data Protection Regulations, Local Government Transparency Code 2014, Audit and Accounting Regulations.	I & A

11	Experience of budget setting, monitoring, control and reporting.	I & A
12	A working knowledge of accounting procedures and the ability to construct Statements of Account	I & A
13	Evidence of building excellent supportive internal relationships in a political environment.	I & A
14	Excellent external working relationships and networking relationships within the public, private and voluntary sector.	I & A
15	Working knowledge of asset control and its place within Internal Control procedures.	I & A
16	Working knowledge of social media communications and its place in the Council's communications strategy.	I & A
17	Knowledge and experience of successful bid writing.	I & A

Qualifications

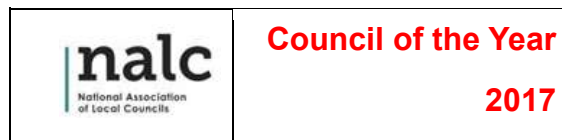
18	In possession of, working towards, or a commitment to achieve (registration within 12 months of taking up the post), the Certificate in Local Government Administration	C
19	Minimum Level 3 qualification in appropriate subject.	C
20	Recognised qualification of a legal, financial, administrative or managerial nature in Local Government or another similar environment	C

Personal attributes and circumstances

21	Pleasant, courteous and respectful personality.	I
22	Resourceful, proactive and decisive, open, honest and trustworthy.	I
23	Demonstrate a flexible, motivated and pro-active approach to service delivery.	I
24	Ability to act with tact and diplomacy, maintaining confidentiality when required	I
25	Willingness to work unsocial hours.	I
26	Politically aware, robust and resilient enough to work within a challenging environment.	I

***Method of assessment (*M.O.A)** A = Application form: I = Interview C – Certificate

Approved by the Town Council at its meeting on 28th August 2025





Application Form for the post of: _____

1. PERSONAL DETAILS

Surname		Forname/s	
Address			
Postcode			
Telephone		Mobile	
Email			

2. RELATIONSHIPS

PLEASE STATE ANY RELATIONSHIP YOU MAY HAVE TO ANY MEMBER(S) OF HALEWOOD TOWN COUNCIL:

Candidates are reminded that canvassing will result in immediate disqualification

3. EMPLOYMENT HISTORY

Please give the details of your employment to date, starting with your present or most recent employer and work backwards.

Employers Name & Address	Dates of employment	Brief description of Role	Salary/Wage	Reason for leaving

4. GENERAL EDUCATION

Please give details of schools and colleges attended since the age of 11.

School Name & location	Dates attended	Qualifications obtained	Grade

5. PROFESSIONAL TRAINING

Please give details of professional training and qualifications

Name & location of Establishment / Institute	Dates attended	Qualifications obtained	Grade (if applicable)



6. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Please give any details you consider relevant to this application.

Name of Organisation	Grade of	By Qualification or Other Means	Date

7. TRAINING COURSES

Please give details of any training courses attended which you consider relevant to this application which are not listed elsewhere on this form.

Course Name	Dates attended	Qualifications obtained	Date

8. OTHER RELEVANT SKILLS AND KNOWLEDGE.

Please use this section to explain why you are applying for the job. Concentrate on how your skills and experience match those listed in the Job Description and Person Specification. Continue on a separate sheet if required.



9. PLEASE STATE WHAT TYPE OF DRIVING LICENCE YOU HOLD AND DETAILS OF ANY ENDORSEMENTS OR PENALTY POINTS

10. CRIMINAL CONVICTIONS

In order to protect certain vulnerable groups on society, there are a large number of posts and professions that are 'exempt' from the Rehabilitation of Offenders Act 1974. In these circumstances, organisations are legally entitled to ask applicants for details of all convictions, irrespective of whether they are 'spent' or 'unspent'. We will not necessarily exclude you from employment if you have a criminal record. We will treat the information you provide as strictly confidential and we will only take this into account when the conviction is relevant. An enhanced disclosure from the DBS Service is required.

DO YOU HAVE ANY SPENT OR UNSPENT CONVICTIONS? Please tick as appropriate YES ☐ NO ☐

IF YOU HAVE ANSWERED YES, PLEASE GIVE DETAILS: (date, offence and sentence)

11. REFERENCES

Please give the details of two people from whom a reference can be obtained, one of whom should be your current or last employer.

Name		Name	
Address		Address	



12. ENTITLEMENT TO WORK IN THE UK AND DECLARATION

To comply with the Immigration, Asylum and Nationality Act 2006, all potential employees will be required to supply evidence of eligibility to work in the UK.

I confirm that the information I have provided on this form is accurate and true. I understand that canvassing of any Councillor or employee of the Town Council or giving false information will make my application unacceptable and, if appointed, may lead to dismissal.

SIGNED _____

DATE _____

If you return this form by email without a signature, we will assume that you have accepted the declaration.



Equal Opportunities Monitoring Form

Halewood Town Council is committed to equality of opportunity and do not believe that an applicant's ethnic origin, colour, religion, sex, disability, age, marital status, political or sexual orientation should have an effect on their suitability.

Please complete the following information to help us promote fairness of employment opportunity to everyone.

We will keep this information confidential. If your application is unsuccessful, it will be destroyed.

1. PERSONAL DETAILS

Surname		Forname/s	
Address			
Postcode			
Telephone		Mobile	
Email			

2. POST APPLIED FOR

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3. GENDER

Male ☐ Female ☐

4. DO YOU CONSIDER YOUR SELF TO HAVE A DISABILITY

IF SO ARE THERE ANY AIDS OR ADAPTATIONS THAT WOULD ASSIST YOU IN CARRYING OUT THE DUTIES OF THIS POST OR AT AN INTERVIEW?

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5. RELIGIOUS BELIEF

How would you describe your religion or belief?

- | | | | |
|-----------|--------------------------|-------------------|--------------------------|
| Buddhist | <input type="checkbox"/> | Muslim | <input type="checkbox"/> |
| Christian | <input type="checkbox"/> | Sikh | <input type="checkbox"/> |
| Hindu | <input type="checkbox"/> | No religion | <input type="checkbox"/> |
| Jewish | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |