



JOB DESCRIPTION

Town Clerk and Chief Executive

Purpose of Post

To lead the City of London Corporation's staff under the policy guidance of the Court of Common Council and the Policy and Resources Committee in a visible, inspirational, and inclusive manner, ensuring the economic, efficient, and effective delivery of the City Corporation's policies, and public, charitable, and private services.

Main Duties & Responsibilities

A. LEADERSHIP & GOVERNANCE

1. To lead the officers' senior leadership team (the Executive Leadership Board ("ELB")) and act as the City Corporation's principal adviser on matters of policy, ensuring co-ordination of advice on the forward planning of objectives and services and a corporate approach to the affairs of the organisation generally.
2. Ensuring, through leadership of the ELB, the economic, efficient, and effective preparation, implementation, and monitoring of the City Corporation's programmes and policies.
3. To ensure, through strategic management that:
 - i. the strategic objectives of the organisation are being vigorously pursued.
 - ii. efficient and effective management information systems are in place.
 - iii. a system of delegated authority operates throughout the organisation with proper accountability.
 - iv. Members have adequate staffing support to assist their policy initiatives and activities.
 - v. regular efficiency reviews of departmental staffing structures are undertaken.
 - vi. high standards of conduct and performance are maintained throughout the organisation.
4. To review any issues involving senior management in the organisation which give rise to Members' concern.

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5. To deal with disciplinary matters and grievances other than those which are the responsibility of Chief Officers in the management of their departments.
6. To operate the City Corporation's urgency procedures in consultation with the relevant Chairmen and Deputy Chairmen and to take appropriate action on the City Corporation's behalf.
7. To ensure that Corporate Evaluation Reports are prepared for all capital projects in accordance with the City Corporation's Financial Regulations.
8. To review and make recommendations on the City Corporation's Control of Contracts Manual and to review the progress made in implementing the Capital Programme through the officer groups which undertake this role.

B. RESILIENCE

9. To act as Controller, Designate Civil Defence and Controller for the purpose of Peace Time Emergencies in the event of a major incident occurring.
10. To demonstrate leadership in setting the resilience strategy, establish priorities (informed by local risk management), allocate resources, make collective resilience decisions, undertake strategic training, and sign off emergency plans.
11. To lead as City Corporation's GOLD and lead the recovery process for the City of London, ensuring the City Corporation has local plans in place to instigate recovery from the beginning of an emergency to occur alongside response activity, ensuring that it continues to meet the needs of those affected by an emergency and develops a recovery work programme.
12. To advise Strategic Co-ordinating Group (SCG) on the local authority's capability and capacity to respond to an emergency, make decisions about deployment of resources (people and assets) and brief the media, competently representing the City Corporation at any central government response or recovery structure, for example at Civil Contingencies Committee (COBR), a response coordination group or a ministerial recovery group and represent the whole multi-agency structure when required.
13. As the nominated senior local authority officer, to participate in the local SCG or national response arrangements, advising the public of risks before an emergency and warning and keeping them informed in the event of an emergency.

C. CITY CONSTITUTIONAL & CEREMONIAL DUTIES

14. To serve as one of the City Corporation's High Officers.
15. To conduct meetings of the Court of Common Council, the Court of Aldermen and Common Hall on behalf of the Lord Mayor.
16. To be responsible for the administration of the oath or declaration of office to the Lord Mayor, Aldermen and Sheriffs, and every other person admitted to any corporate office.

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17. To attend upon the Lord Mayor and Aldermen in all appropriate public processions.
18. To attend the Lord Mayor, when required to do so; to receive their instructions in relation to the affairs and business of the City, appertaining to their office or deputy, and to advise them thereon, and to inform their Lordship from time to time of any business that may arise requiring a Court to be held.
19. To attend or be represented at the joint committee of the City and the Mercers Company upon Gresham affairs.
20. To superintend, under the Sheriffs, the conduct of polls at elections in Common Hall.
21. To prepare the lists of the respective Aldermen and others in nomination for Lord Mayor, Sheriffs, and annual Officers elected by the Livery. To draw up their proceedings at such elections, and other such proceedings as may be transacted at any meeting of the Livery in the Common Hall. To issue the precepts for holding the said Common Halls and to record the proceedings thereof.
22. To undertake extensive external speaking engagements and attend a significant number of social functions hosted or supported by the City Corporation.

D. STATUTORY & MISCELLANEOUS FUNCTIONS

23. To act as the Head of Paid service in relation to the City Corporation's local authority functions pursuant to s.4 of the Local Government & Housing Act 1989.
24. To act as Electoral Registration Officer pursuant to the Local Government Act 1972 and to discharge all statutory functions vested in the Town Clerk in relation to Municipal Elections in the City.
25. To act as the proper Officer for the London City Registration District (Registration of Births, Deaths, Marriages, etc) pursuant to Section 29 of the Local Government Act 1972.
26. To act as the proper Officer for the Rent Act 1997 (as amended by the Housing Act 1980).
27. To act as Secretary to the Board of Governors of the Museum of London.
28. To act as one of the City Corporation's three official trustees.
29. To act as Clerk to the Police Authority, the National Crime Squad, and the National Criminal Intelligence Service.
30. To carry out generally all duties imposed upon the role by Act of Parliament.

E. GENERAL DUTIES

31. Actively seek to implement the City Corporation's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.

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32. Actively seek to implement the City Corporation's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
33. To actively seek to implement the Climate Action and Responsible Business Strategies across the City Corporation's activities.
34. Comply with the City Corporation's Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action.
35. To undertake any other duties that may reasonably be requested appropriate to the grade.
36. To devote the whole of their time to the duties of the office except insofar as the City Corporation has agreed to the contrary.

Note

The above list is not exhaustive and job requirements will be reviewed on a regular basis.



PERSON SPECIFICATION

Town Clerk and Chief Executive

The criteria detailed in this Person Specification will be used in the recruitment and selection decision-making process for this Appointment.

This role requires an outstanding visible leader with significant experience managing a diverse and complex organisation. Individuals with experience of one or more of the following would be advantageous: Climate and Green Finance, Financial and Professional Services, Fintech and Technology, Innovation and Transformation.

Skills and knowledge

1. An experienced, challenging, and inspirational leader who has demonstrated the ability to gain the commitment of others to the organisation's vision and strategic objectives.
2. A purpose driven leader that can see the bigger picture and the impact of decisions.
3. Ability to establish positive relationships and fruitful partnerships between elected Members, senior managers, key players in the City of London and in London local government.
4. An inspirational communicator that can translate the City Corporation's strategic objectives to the employee base in an engaging manner.
5. Astute political acumen and awareness gained in complex organisations either within the public or private sector with diverse stakeholders.
6. A very good understanding of the public and private undertakings of the City Corporation and the internal and external environment in which it operates and the key issues which may affect it, now or in the future.
7. A very good understanding of the legal and political environment in which local authorities operate and services are provided.
8. Act as a champion of diversity and inclusion, ensuring all staff are given the opportunity to flourish in an environment where they feel supported, valued, and included.

Experience required

9. Experience of the operations of National and Local Government and associated bodies at Chief Executive level or an ability to quickly acquire such experience.
10. Experience of strategic management of significant unexpected events which impact on the resiliency or operation of diverse and complex organisations and places or an ability to quickly acquire such experience.
11. A very good knowledge of business continuity and risk assessment methods with the ability to consider the wider implications of major incidents affecting the operation of core and front-line functions including the impacts within the local community, local businesses, and infrastructure or the ability to quickly acquire such knowledge.

Other Relevant Information

12. The post holder shall be expected to work the hours necessary to carry out the duties of the position successfully, including attending evening and weekend functions without additional payment or compensatory time off.
13. This post is politically restricted in accordance with the Local Government Officers (Political Restrictions) Regulations 1990. The regulations impose restrictions on the public political activities of those employed in posts which are politically restricted under the Local Government and Housing Act 1989.
14. The post holder will require SC level clearance of the Baseline Personnel Security Standard (BPSS) Security Check.