

## **JOB OUTLINE**

### **TOWN CLERK**

#### **THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA**

1. To provide the overall strategic vision and leadership necessary to achieve the Council's objectives and to ensure the statutory responsibilities of the Council are met.
2. To ensure the management teams serving the Council, including Tri-borough and Bi-borough Executive Directors, are well led.
3. To be the principal adviser to the Council on finance.
4. Act as the Head of Paid Service, responsible for all staff discipline and employment issues. Such authority is exercised through the Council's agreed employment policies.
5. Act as the Council's appointed officer for the purposes of section 151 of the Local Government and Housing Act 1989, making all necessary arrangements for the proper administration of the Council's financial affairs, including income and payments and financial systems.
6. Line management responsibility for two executive directors, five directors and management of other direct reports.
7. Ensure the effective corporate management of the Council, maintaining the highest standards of governance and probity.
8. Ensure services are kept under review to make the most effective use of resources and are managed within agreed budget limits.
9. Develop working relationships and work in partnership with other councils, particularly the London Borough of Hammersmith & Fulham and Westminster City Council; the police and other stakeholders to achieve high quality, cost-effective services.
10. Act as the principal adviser to the elected Cabinet, ensuring all other officer advice is competent, coherent and useful.

