



## **BARRY TOWN COUNCIL**

### **CHIEF OFFICER (TOWN CLERK)**

**Salary: Scale LC4 (Points 50-54 £62,377 to £70,065) - Pay award pending from 1<sup>st</sup> April**

### **FULL TIME (37 HOURS PER WEEK)**

Barry Town Council is committed to serving the people of the town, by providing essential facilities and fostering community development and well-being for our residents. We are the largest Town Council in Wales, made of up 22 elected members, and served by 30 members of staff. The Council provides cemetery services, manages two community centres, green spaces, engagement and events within the town.

As we continue our commitment to community well-being, we are pleased to announce an opportunity for a dedicated professional to join the Council as Chief Officer (Town Clerk).

Working from the Town Council's offices in central Barry, applicants must be able to demonstrate a dynamic skill set, with the capacity to think and act strategically, together with having experience of administrative management in a complex environment. You will need the ability to understand local government law and procedure, have sound financial knowledge and experience of staff line management. You will also need the capacity to successfully represent the Council in discussions with external bodies. Proficient 'Office' IT skills are also essential.

You will be answerable to the Council as a whole, acting as the principal advisor on all governance related matters to enable it to fulfil its statutory obligations. You will play a key role in advising on and supporting the formulation of policies, and ensuring the effective implementation of the Council's decisions.

It is expected that you will have, or will work towards an appropriate professional qualification (Certificate in Local Council Administration or equivalent). A commitment to pursue continuous professional development is also expected.

You will also need to attend regular evening meetings and occasional weekends when required. The ability to speak Welsh is desirable, but not essential.

For further details of the post including the job description, person specification and application form, please visit our web site at:

[https://www.barrytowncouncil.gov.uk/about\\_posts/current-vacancies/](https://www.barrytowncouncil.gov.uk/about_posts/current-vacancies/)

**CVs will not be accepted.**

**CLOSING DATE: Midnight on 2<sup>nd</sup> May 2025**

Barry Town Council is an Equal Opportunities Employer and welcomes applications from all sections of the community.