



## **Appointment of an Executive Officer**

(Part time – 25 hours per week)

Salary Scale SCP: 33 - 36 (£44,075 - £47,181 per annum pro rate)

Plus generous Local Government Pension Scheme

### **Join Us in Shaping Dodderhill's Future**

Are you a strategic thinker with a strong leadership presence? Can you inspire, communicate clearly, and drive meaningful change in a public service environment?

Dodderhill Parish Council is seeking an experienced and proactive Executive Officer to lead its operations and strategic initiatives. This pivotal role offers a rewarding challenge – ensuring the Council functions effectively, meets statutory obligations, and delivers exceptional services to the community.

As Executive Officer your key responsibilities will include:

- **Council Support** – Prepare agendas, record minutes, and ensure smooth council operations.
- **Financial Management** – Oversee budgets, precepts, and financial records.
- **Community Engagement** – Be the first point of contact for residents and stakeholders.
- **Compliance & Governance** – Ensure statutory duties and best practices are upheld.
- **Project Coordination** – Support council initiatives and local development projects.

You'll drive the development of the council's Strategic Plan, guiding its future priorities and direction. With strong commercial acumen and excellent communication skills, you'll navigate local government complexities while guiding Councillors and partners to remain focused on the community needs. As local government structures evolve, you'll be confident working with ambiguity, adapting to change, and reshaping systems to meet emerging challenges.

The successful candidate will bring calm confidence and resilience, engaging constructively with differing and often strong views, while maintaining professionalism and strategic focus. Emotional intelligence, diplomacy, and integrity will be essential in fostering respectful dialogue and upholding the Council's Civility and Respect Pledge.

If you are organised community-focused and eager to contribute, we welcome you to apply. Contact [recruitment@chrgs.co.uk](mailto:recruitment@chrgs.co.uk) to receive a recruitment pack and application form.