

Northwich
A Quality Town Council



Chief Executive Officer

37 hours per week

Salary £36K - £38K

Northwich Town Council are seeking an experienced administrator and leader to fill the post of Chief Executive. The present Chief Executive retires in March 2010 after 44 years service to the Council in various roles.

Northwich has a resident population of around 20,000, the Town Council has Quality status and with a budget of over £600,000 its services are based around two main public parks, two cemeteries, two closed churchyards, two playgrounds, and one large paddling pool, together with three allotment sites and two large open amenity areas.

The new Chief Executive should be able to help the Council achieve the best for the Town in the new local government structure for Cheshire West and Chester and ensure that all council meetings are administered and its decisions are effectively implemented.

Good communication and negotiating skills at all levels are essential, as is experience in administering contracts. In short, the successful candidate will have experience in managing staff, local government processes, land and property.

Some evening and weekend work will be required. The new Chief Executive will need to be fully qualified in the Certificate of Local Council Administration (CiLCA) or equivalent. The successful applicant will be required to achieve this qualification by December 2010.

We offer excellent national based terms and conditions of employment for this post, including the Local Government Pension Scheme.

If you have enthusiasm, vision and commitment, together with a flexible can-do attitude we would like to hear from you. Contact us for an application pack today.

Closing Date 18th December 2009

Details of who to contact
Mr S Sharman
Chief Executive

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