



DEPUTY CHIEF OFFICER INFORMATION PACK JUNE 2025

Welcome

Thank you for your interest in the position of Deputy Chief Officer with Godalming Town Council. Please see below a brief introduction to the Town Council.

Godalming Town Council consists of 18 councillors representing 5 electoral wards, is one of the largest town councils in the Waverley Borough and the County of Surrey and is in the upper quartile of local councils national, with a current precept of £1,236,391. It is a member of the National Associated of Local Councils (NALC) network for super councils.

Although Surrey and its Districts and Boroughs are subject to Local Government Reorganisation and 2026 will see elections to a new Unitary Authority, followed by the dissolution of both Surrey and Waverley Councils in 2027, Godalming Town Council's existence is unaffected by this process.

At present, Godalming Town Council (GTC) is responsible for delivering a range of quality-of-life services and community activities that include its town centre venue the Wilfrid Noyce Centre, Broadwater Youth & Community Centre and the town's iconic Pepperpot and the Ockford & Aarons Hill Hub. The Town Council also funds the Godalming Youth Service, Godalming Museum, public toilets in Godalming and Farncombe, two cemeteries, sixteen acres of allotment sites, Floral Godalming flower displays, Christmas Lights in Farncombe and Godalming retail centres and a range of festivals and markets held in the town.

The Council also runs the Staycation holiday programme, the town's annual Remembrance Parade and assists in the management of the markets held both in Godalming and Farncombe. The Town Council supports several events run by community organisations such as Sport Godalming's Community Run and the Round Table's Town Show, all of which help make Godalming such a vibrant community.

Across its service area the Council has 25 employees.

The Job

JOB DESCRIPTION

Job Title:	Deputy Chief Officer (HR, Environment & Planning)		
Short Job Title:	Deputy Chief Officer		
Location:	Godalming Town Council, 107-109 High Street, Godalming, GU7 1AQ		
Reports To:	Chief Executive Officer		
Responsible for:	Support Services Executive, Community & Communications Officer		
Salary:	Starting salary: £51,802 (2025 pay award pending) SCP (42-45)		
Hours of Work:	37 hours		
	Core office hours:	Monday – Thursday	9.00am – 5.00pm
		Friday	9.00am – 4.30pm
	(Some flexibility in hours is required and negotiable)		
Benefits:	Local Government Pension Scheme, Initial holiday entitlement of 23 days plus bank holidays and 2 additional statutory days, increasing to 26 days after 5 years of continuous Local Government service. Access to Employees' Assistant Package.		

1. Principal Purpose of the Role

The Deputy Chief Officer is the Council's senior support officer, deputising for the Chief Executive Officer in their absence, and holds specific delegated authority for Human Resources and the Environment & Planning Committee. The postholder ensures operational continuity, policy compliance, and strategic progress across these core functions. The role is pivotal in delivering the Council's ambitions on sustainability, community-led planning, and organisational excellence.

2. Key Responsibilities

2.1 Lead Officer – Environment & Planning Committee

- Act as the designated Lead Officer for the Environment & Planning Committee as defined by Standing Orders.
- Prepare agendas, reports and officer recommendations, ensuring compliance with local and national planning regulations and environmental guidance.
- Liaise with statutory bodies (e.g. Waverley Borough Council, Surrey County Council) and stakeholders on planning applications, infrastructure, biodiversity, climate action, and local development frameworks.
- Monitor planning applications and strategic development proposals, advising members accordingly.
- Support the implementation of GTC's Climate Action Plan and relevant community-led environmental projects.
- Ensure committee recommendations are actioned effectively and transparently.

2.2 Human Resources & Staffing

- Lead on recruitment, employee relations, appraisals, policy development and training needs assessment.
- Maintain compliance with employment legislation and best practice, in liaison with external HR advisers.
- Ensure a safe, inclusive and positive working environment.
- Deliver workforce planning and support organisational change in line with Council priorities.

2.3 Line Management

- Provide direction and supervision to direct reports: Support Services Executive and Community & Communications Officer.
- Conduct regular one-to-ones, appraisals and performance reviews.
- Oversee service delivery, workload balancing and team effectiveness.

2.4 Governance & Operational Compliance

- Deputise for the CEO as necessary at meetings, including Full Council and committees.
- Ensure compliance with Standing Orders, Financial Regulations, GDPR, FOI, and Health & Safety.
- Prepare agendas, reports, and minutes as required.
- Assist in audit preparation, procurement processes, and policy reviews.

2.5 Communications & Community Engagement

- Supervise the implementation of the Council's Communication Strategy.
- Oversee website, social media, newsletters, and press releases to ensure high-quality public engagement.
- Assist with consultations and surveys to inform Council priorities.

2.6 Strategic & Project Delivery

- Lead on internal improvement projects and community partnerships aligned with corporate objectives.
- Support budget monitoring for HR, planning and communications cost centres.

NB. This job description is non-contractual and is a statement of the job content agreed at the time of issue. It should not be seen as precluding future changes.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	Certificate in Local Council Administration (CiLCA) or achieved within 12 months of start of employment)	Planning or project management qualification
Experience	HR and staff management experience in a public or third sector context	Previous role in local government, particularly in a clerking or deputy role
	Direct experience preparing committee reports and attending public meetings	Experience supporting or advising a Planning Committee
	Proven experience developing HR policies and procedures	Experience engaging with environmental projects or planning systems
Knowledge	Good understanding of employment law and HR best practice	Knowledge of UK planning law and sustainability frameworks
	Familiarity with local government legal frameworks and committee procedures	Understanding of community-led planning, neighbourhood plans and climate change policy
Skills & Abilities	Excellent written and verbal communication	Conflict resolution and negotiation
	Highly organised, with the ability to prioritise and manage competing tasks	Public speaking and presenting reports at meetings
	Proficient in Microsoft Office, digital platforms, and document management	Experience with planning software or council IT systems
	Numerate with the ability to assess the reliability of financial information	Experience of setting and managing budgets
Personal Attributes	Trustworthy, diplomatic and resilient	Commitment to public service and environmental values
	Ability to maintain confidentiality and discretion	
	Ability to work under pressure and manage competing priorities	

Additional Requirements

- Evening meetings and occasional weekend events required.
- Travel within Godalming and surrounding areas expected.
- Commitment to continuing professional development.

How to apply:

To apply for this position, please complete the pdf application form available at <https://godalming-tc.gov.uk/job-vacancies/>. If you require a word version, please email office@godalming-tc.gov.uk. **Please note that CVs alone will not be accepted, applicants must complete and return an application form to apply.**

When completed, please send your application via e-mail to townclerk@godalming-tc.gov.uk. You will receive an acknowledgement that your application has been received. Alternatively, you can post your application to Chief Executive Officer, Godalming Town Council, 107-109 High Street, Godalming. GU7 1AQ.

Application deadline

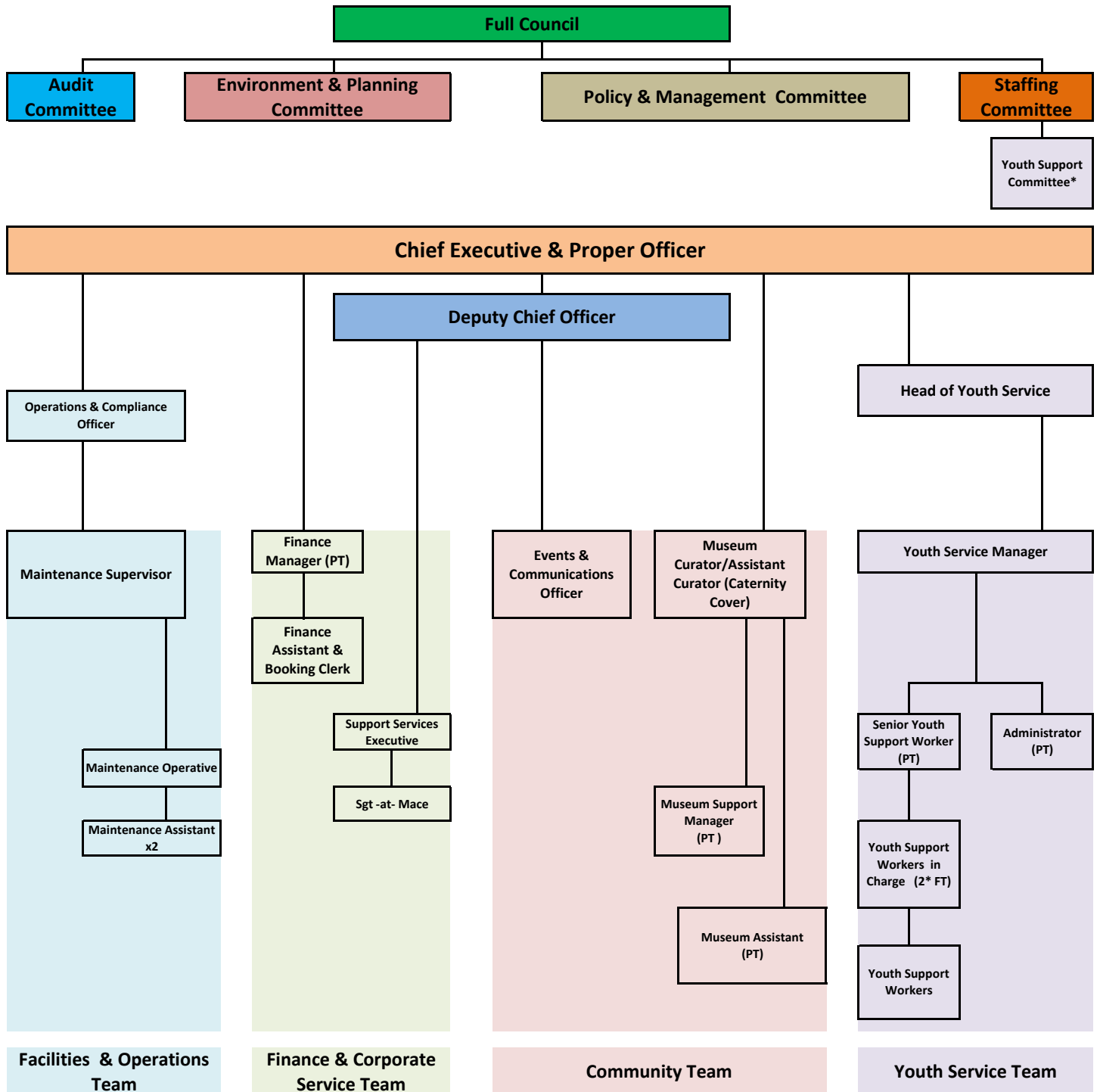
All initial applications should be submitted by **9.00am on Friday, 25 July 2025**.

Interviews are planned for week commencing **11 August 2025** (please let us know whether there are any dates you will not be available – where possible we will endeavour to make alternative arrangements).

Informal discussions or questions about the role

If you would like an informal discussion about this role, you are welcome to contact Andy Jeffery. Andy can be contacted via email: townclerk@godalming-tc.gov.uk, or via phone (01483 523575).

Godalming Town Council - Organisational Chart



* An Advisory Committee of the Staffing Committee