

Job Advertisement

Town Clerk (Chief Officer)

Bicester Town Council

Location: The Garth, Launton Road, Bicester, Oxfordshire OX26 6PS

Salary SCP 50 £64,373 – SCP £72,307

Full-time, Permanent

Bicester Town Council is seeking an experienced, dynamic, and highly professional Town Clerk (Chief Officer) to lead the organisation and play a pivotal role in the governance and future development of one of England's fastest growing and most vibrant market towns.

As the senior officer and Proper Officer of the Council, you will provide independent, expert advice on policy, governance, and legal matters. You will lead the efficient and lawful delivery of a wide range of community services — including open spaces, play areas, sports pitches, and a lively programme of public events — while acting as the principal point of contact with residents, partner organisations, and other tiers of local government.

This is a high-profile leadership position offering the successful candidate the opportunity to make a significant and visible impact on the town's growth, community life, and ongoing success.

Key Responsibilities

- Act as Proper Officer, ensuring full compliance with all statutory and legal requirements.
- Prepare for and attend Council and committee meetings, providing high-quality advice, reports, and accurate minutes.
- Lead the implementation of Council decisions and the delivery of services, projects, and initiatives.
- Oversee financial planning, budget preparation, the precept, and robust financial controls supporting the RFO.
- Manage correspondence, freedom of information, data protection, and public enquiries.
- Develop policies and strategies to support effective governance and the use of the General Power of Competence.
- Build and maintain positive relationships with residents, businesses, and external partners.

Person Specification – Essential

- Proven senior-level experience in local government administration (town/parish council experience highly desirable).
- Thorough knowledge of local government law, procedures, and financial management.
- Strong financial acumen and experience of budget preparation and monitoring.
- Excellent organisational, communication (written and verbal), and project-management skills.

- Demonstrable success in staff leadership and management.
- High personal and professional integrity with political neutrality.
- Certificate in Local Council Administration (CILCA).

What We Offer

- Competitive salary reflective of the seniority and responsibilities of the role.
- Full-time (37 hours per week) with some evening and occasional weekend working.
- Local Government Pension Scheme (LGPS).
- Generous annual leave entitlement.
- Professional development support.
- The chance to contribute meaningfully to a dynamic, growing town.

Bicester Town Council is committed to equality, diversity, and inclusion and welcomes applications from all suitably qualified candidates.

How to Apply

Closing date for applications: 24/07/2026 (interviews expected August 2026).

This is an excellent opportunity for an ambitious local government professional to take the next step in their career while helping shape the future of Bicester.

Please send your CV to harriet.coley@strattonhr.co.uk

Bicester Town Council – A great place to live, work, and grow.

We look forward to hearing from you.