

### **☀️ Join Our Team – Operations Manager / Responsible Finance Officer (RFO) ☀️**

**Full time: 37 hours per week / NJC range 37-41 (£48,226 - £52,413)**

#### **Why join Saltash Town Council:**

We are a supportive and community-focused workplace where your wellbeing and professional growth are valued. We offer:

- Local Government Pension Scheme employer contribution for 2026-27: 19.3%
- Accredited Living Wage Employer
- Competitive pay aligned with the National Joint Council (NJC)
- 24 days annual leave plus bank holidays
- Additional 4 days annual leave after five years of service
- Ongoing training and development opportunities
- Health care insurance
- Bright Exchange discounts and offers
- A supportive sickness absence policy
- We believe balance drives performance. That's why we're committed to flexible working arrangements including hybrid working that support your wellbeing while ensuring the smooth and effective delivery of Town Council services (where appropriate for the role)
- The Town Council recognises that a balanced approach to work supports sustained performance. Accordingly, where operationally feasible, we are committed to facilitating flexible working arrangements that promote employee well being while ensuring the efficient and effective delivery of Town Council services, subject to the business requirements of the role.

#### **Purpose of the role:**

Saltash Town Council is seeking a proactive, experienced, and governance-focused Operations Manager / RFO to lead the effective management of the Town Council's properties, land, equipment, services, and financial responsibilities. This senior role is central to ensuring that all Town Council assets are well-maintained, legally compliant, delivered to high operational standards, and fully aligned with statutory and regulatory requirements.

The successful candidate will play a key role in shaping, delivering, and continuously improving service strategies that support strong local governance and drive operational excellence across the Town Council.

You will lead a dedicated team, providing clear direction, professional support, and strong leadership to ensure consistent, high-quality services that positively impact the community.

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### **The ideal candidate will:**

- Demonstrate proven experience in operational management, and high-quality service delivery.
- Exemplify exceptional governance and strong financial management, ensuring transparent decision-making, robust oversight, and the effective handling of public funds in line with the highest standards of accountability.
- Have strong knowledge of health and safety compliance.
- Demonstrate effective leadership and people-management skills, with the ability to motivate, support, and develop a dedicated team.
- Be able to turn Town Council priorities into effective plans and actions.
- Demonstrate excellent communication and interpersonal skills with a genuine commitment to serving the community and upholding strong local governance.

### **Contract:**

The standard working pattern for this role is Monday to Friday, 9.00am to 5.00pm. On occasion, evening attendance may be required at Town Council meetings and official events as part of the post holder's leadership responsibilities.

### **Location:**

Longstone Depot, Saltash, Cornwall

The Guildhall, Saltash, Cornwall

### **How to Apply:**

Applications must be submitted in the form of a CV (maximum two sides of A4), accompanied by a supporting cover letter not exceeding 1,000 words. The cover letter should clearly outline your motivation for applying and demonstrate how your transferrable skills, knowledge, and experience meet the requirements of the role. You should also highlight any relevant life experience or personal commitment that aligns with the purpose and responsibilities of the position.

Applicants are required to review the job description and personal specification in full, as the shortlisting process will be conducted against the evidence provided against these criteria.

The Job Description and Person Specification can be downloaded from the Town Council [website](#)

Please contact [humanresources@saltash.gov.uk](mailto:humanresources@saltash.gov.uk) or telephone 01752 844846 if you would like to discuss the role prior to submitting your application.

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### **Interview:**

Shortlisted candidates will be invited to attend a face-to face interview, during which they will be required to deliver a short presentation on operational leadership and financial governance.

The presentation, together with a series of interview questions, will form the basis for assessing each candidate's suitability for the role.

To support your preparation and help you settle into the interview process, full details of the presentation requirements will be provided in advance, no fewer than three clear working days prior to your interview.

### **Selection and Feedback:**

Only candidates who are shortlisted will receive notification of an interview, and feedback will be provided only following the interview stage.

### **Closing Date:**

Monday 20<sup>th</sup> April 2026 at noon. However, early submission is encouraged, as applications will be reviewed upon receipt. The council reserve the right to interview and appoint prior to the stated closing date.

Thank you for your interest in this role.