



Example of Town Manager Job Description

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Our company is growing rapidly and is looking for a town manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for town manager

- Prepare, develop and submit Town Planning applications
- Develop and maintain relationships with stakeholders, consent granting bodies, HS2, consultants and supply chain
- Provide technical support to Consents Coordinators & Work Package Managers
- Work with the Work Package Managers (WPM) to identify Consent requirements and Undertakings and Assurances
- Implement early engagement with consenting granting bodies to ensure consents are granted on time
- Support WPM's in developing budget's for any Consents identified in work packages
- Create opportunities to make efficiencies and deliver innovation in the Consenting process
- Liaise with Employers Land and Development team for access arrangements
- Monitor and track Consent approvals process
- Investigate and provide information for non-compliance

Qualifications for town manager

- Positive interest in the overall wellbeing of the company
- Proven effectiveness in training and coaching commercial personnel to sell our services well and connect with clients
- Minimum 3-5 years previous banking experience
- Proven ability to work independently as a leader and as a team member

- Three years of leadership experience within a customer facing sales setting –
OR- three years of military leadership experience