**Office Staff Structure Apr-22**

**Town Clerk**

Adam Chugg

37hrs/pw

Bold denotes Head of Service.

Heavy outline denotes line management for those staff underneath.

All permanent unless stated otherwise.

Updated April 2022.

HR & Governance Assistant

*(vacant – future recruitment)*

12hrs/pw

Finance Assistant

Simon Andrews

28hrs/pw

*(<37hrs/pw where required)*

**HR & Governance Manager**

Georgia Raeburn

30hrs/pw

*(<37hrs/pw where required)*

Film & Liaison Officer

Ellie Johnson-Bullock

<5hrs/pw

Projects & Facilities Assistant

Julie Payne

24hrs/pw

Inspector

Bob Offen

22hrs/pw

Projects Officer  
Zoe Polydorou

18hrs/pw

Events & Facilities Officer   
Sharan Brydon

28hrs/pw

Finance Manager

Lucy Clark

37hrs/pw

Administration Assistant

Nikki Blight

37hrs/pw

Civic Officer

Gemma Saunderson-Barker

12hrs/pw

Assistant Town Clerk

Isabelle Mouland

*Maternity leave from early-spring 2022*

**Office Manager**

Heidi Brown

22hrs/pw

*(temporary mat. leave cover contract)*

Planning Officer

Geoff Johnson

8hrs/pw

**Responsible Financial Officer**

Karen Singleton

15hrs/pw

*(<37 in Clerk’s absence)*

**Assistant Town Clerk (Strategic Projects)**

Geoff Johnson

15hrs/pw

*(temporary mat. leave cover contract)*

**Projects & Facilities Manager**

Tony Jackson

37hrs/pw