



Job Description

Post title	Head of Law and Governance	Grade	HoS 1-4
Theme	Corporate Resources	Post ref	

Overall job purpose

- Provide strategic leadership and management to the Governance service, ensuring the Council's aims and objectives are delivered within the range of services and initiatives in the area.
- Effective client management of the outsourced Health and Safety Shared Service and Procurement Service.
- Ensure effective performance of statutory duties as the Council's Monitoring Officer.

Reporting relationships

Reports to:	Chief Executive
Responsible for:	Democratic Services, Electoral Services, Corporate and Civic Support, Audit, Legal Services and client management of the Health and Safety Shared Service and Procurement Service.

Key tasks and responsibilities – post specific

Undertake all duties as the statutory Monitoring Officer ensuring appropriate advice and information is provided to the Chief Executive, Corporate Leadership Team, Cabinet and elected Members as required on all matters relating to the Monitoring Officer role.

Act as principal legal adviser to the Chief Executive, Executive Mayor and the Council on the implementation of all current legislation affecting the Council in the conduct of its business, and to provide reports on the implications of new and impending legislation or regulation, identifying potential opportunities to advance the Council's priorities and objectives.

Act as principal adviser to the Chief Executive, the Executive Mayor and elected Members on the proper conduct of Council meetings and committees.

Ensure the client management of the Health and Safety Service delivers high quality advice to ensure compliance with legislation and adherence to agreed performance standards of the Council in pursuit of its aims and objectives.

Ensure that the Council and its decision making procedures are serviced, advised and recorded in accordance with law.

Ensure the provision of effective support to the Council's Overview and Scrutiny Committees and the development of appropriate overview and scrutiny processes.

Assist the Executive Mayor, Cabinet and elected Members, individually and collectively, to understand and develop their roles as leaders in the Community.

Ensure that the training and development needs of all elected Members are identified and provided for in ongoing programmes

Provide a comprehensive range of support and information services to elected Members.

Ensure the authorisation, sealing, cross-referencing and security of all deeds and records as appropriate and required.

Provide effective and efficient support to the Chief Executive in the compilation and maintenance of the electoral registration system and the administration of elections.

Act as the Deputy Electoral Registration Officer and Deputy Returning Officer as appropriate and in such roles to ensure that the register of electors and elections are conducted in accordance with statutory requirements.

Lead on Equality, Diversity and Inclusion across the Council.

Promote/participate in partnership working which supports the priorities and objectives of the Council and to represent the Council at meetings with partners and other public and private sector agencies, voluntary groups and individuals

To promote/participate in partnership working which supports the priorities and objectives of the Council and to represent the Council at meetings with partners and other public and private sector agencies, voluntary groups and individuals.

Key tasks and responsibilities – corporate

Be responsible for the provision of sound professional advice to senior managers, the Executive Mayor and Executive and all elected Members on the full range of service matters in the delivery of competent, efficient and effective functions.

Undertake representational duties or specific project activity as may be directed.

Take lead responsibility for assigned corporate objectives, cross-cutting themes, projects and initiatives.

Promote a positive organisational culture upholding the Corporate values, encouraging innovation, creativity and best practice across the Council, and recognising and celebrating success

Manage and co-ordinate the operation of the teams within the service areas of responsibility to further the achievement of the Authority's key priorities and targets and the effectiveness of the individual service area and cross cutting themes.

Develop, agree and monitor continuous improvement proposals and programmes for all cost centre managers in the service area of responsibility and ensure that reports on programme achievements are presented to senior management and elected Members in line with the Council's performance management and budgetary planning processes.

Undertake performance appraisal and full training needs analysis to formulate training programmes in conjunction with cost centre managers in the service areas of responsibility, for the purpose of continued personal and professional development and the preparation of personal learning contracts for all employees.

Participate in efficiency gain processes incorporating team building/working, team briefing, coaching and mentoring techniques as appropriate.

Attend, and provide reports as required at all meetings of the Council, Cabinet and appropriate Committees as relate to service provision and performance.

Attend all regular meetings of Cabinet, Committees, Sub-Committees, Working Parties or other bodies as required.

Ensure that annual budgets are prepared and regularly monitored for service areas of responsibility and that compliance with the Authority's Standing Orders, Financial and Administrative Regulations and Procedures is maintained at all times.

Participate in relevant employee recruitment and selection processes and where necessary in disciplinary and grievance procedures.

Work in partnership to ensure the effective implementation of corporate performance management arrangements/procedures and programmes.

Ensure knowledge and familiarity with the Council's established Corporate Plan and the Community Strategy, and participate in the development and implementation of initiatives to achieve and sustain progress towards the Council's aims and objectives.

Ensure that at all times all Health and Safety legislative requirements are met; that the Authority's Health and Safety Policy, its arrangements and procedures are implemented; that

the Authority's Risk Management objectives are delivered through risk assessment, and other risk management activities are implemented and monitored in their area of responsibility.

Promote and deliver fair, sensitive and quality services as a commitment to and understanding of the Council's approach to equality and diversity. To ensure compliance with the Authority's Equal Opportunities Policy and Procedures; participate in and organise specific training for service teams as may be required.

Apply innovative management techniques in the development and improvement of Council services.

Develop and maintain partnerships with the relevant external agencies in order to meet the Council's objectives.

Give due consideration to the requirements of Section 17 of the Crime & Disorder Reduction Act in all recommendations and decisions.

Comply with the Council's Data Protection, Freedom of Information Act and ICT Codes of Practice.

Apply, within Council policies, employee conditions of service (national and local), including day to day employees relations.

Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

Employee signature

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.

Employee signature:		Date:	
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Person Specification

Competencies		
<i>Please refer to the leadership competency framework for more information about behaviour descriptors for each competency</i>		
Level of framework relevant to this post:	Level 1	
	Essential / Desirable	Assessment
Seeing the Big Picture	Essential	Assessment / Interview
Changing and Improving	Essential	Assessment / Interview
Making Effective Decisions	Essential	Assessment / Interview
Leading and Communicating	Essential	Assessment / Interview
Collaborating & Partnering	Essential	Assessment / Interview
Building Capacity for all	Essential	Assessment / Interview
Achieving Commercial Outcomes	Essential	Assessment / Interview
Delivering Value for Money	Essential	Assessment / Interview
Managing a Quality Service	Essential	Assessment / Interview
Delivering at Pace	Essential	Assessment / Interview

Skills	Essential / Desirable	Assessment
Effective report writing and data / information analysis	Essential	Application form
Presentation skills	Essential	Assessment
Good level of ICT skills	Essential	Application Form
Ability to effectively deliver in an environment with challenging and often conflicting deadlines and demands	Essential	Application form/Assessment/Interview

Knowledge	Essential / Desirable	Assessment
Detailed knowledge and understanding of the law as it relates to local government	Essential	Application form / Interview
Funding sources and their application	Essential	Application form / assessment
Local government political framework and processes	Essential	Application form / interview
Local government legal and governance framework	Essential	Application form / Interview

Experience	Essential / Desirable	Assessment
Demonstrate significant local authority experience of leadership of at least one of the functions within the service area	Essential	Application form / Interview
Demonstrate technical competence in all areas of local government law, the democratic process and be able to provide clear professional advice to political leaders and senior colleagues including the ability to challenge where legal and professional standards are not being met	Essential	Assessment
Experience of acting as Monitoring Officer or Deputy Monitoring Officer or comparable	Essential	Application form / Assessment / Interview

Experience of effectively leading people within a similar sized organisation	Essential	Application form / Interview
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Qualifications	Essential / Desirable	Evidence
Degree or equivalent in relevant subject	Essential	Certificates / documents
Qualified to practice as a Solicitor of the Supreme Court or Barrister called to the English Bar or comparable qualification.	Essential	Certificates / documents
Continual professional development	Essential	Certificates / documents

Additional information / other requirements of the post
<ul style="list-style-type: none"> • This post is politically restricted under the Local Government and Housing Act 1989 • The postholder is eligible for casual car user allowance. • The postholder will be required to adopt a flexible approach to working hours. • The postholder will be required to undertake emergency rota duties

Date produced / last amended
September 2022