

**ROYAL BOROUGH OF GREENWICH  
JOB DESCRIPTION**

<b>DIRECTORATE:</b>	Legal and Democratic Services
<b>SECTION:</b>	Legal and Democratic Services
<b>GRADE:</b>	
<b>JOB TITLE:</b>	Director of Legal and Democratic Services
<b>REPORTING TO:</b>	Chief Executive

**Job Purpose**

The Director of Legal and Democratic Services has the statutory Monitoring Officer responsibility. This entails not only the responsibility for ensuring that the Council acts lawfully but also responsibility for advising Members and Senior Officers on governance, decision making and the Council's Constitution. The post also leads on Ethical Standards for Members.

In addition, the post ensures the provision of high, quality, cost effective and responsive legal services which proactively promote and protect the Council's interests and meet corporate and statutory requirements

**Main Duties of the Post**

1. To be responsible for the strategic leadership management and development of the Legal and Democratic Services Directorate.
2. Acting as the Monitoring Officer, under Section 5 of the Local Government and Housing Act 1989, in respect of monitoring and addressing any legal breaches or maladministration.
3. Leading on Ethical Standards for Members and operate the Member's Code of Conduct complaints procedure.
4. As part of the Council's management team, promote effective corporate decision making, contribute to the formulation of corporate policies and initiatives and lead on appropriate collaborative, cross departmental initiatives.
5. Lead the Legal and Democratic Services Senior Management Team contributing to effective corporate leadership, management, and decision making.

6. Provide strategic legal advice to the Council and ensure the Council is equipped to meet statutory requirements.
7. Contribute to the formulation of corporate policies and initiatives and the development of collaborative, cross departmental and organisational working processes.
8. Provide advice and support to Members on complex, critical and sensitive legal matters in a timely and effective manner.
9. Identify needs of internal customers and shape service delivery accordingly.
10. Develop and maintain effective business planning and performance management, within the Council's standards and procedures, for the services of the Directorate.
11. Monitor the quality of legal services, including the performance and cost effectiveness of external legal services.
12. Monitor the quality of Corporate Governance and Democratic services, including the performance and cost effectiveness of the services.
13. Ensure that the Council has adequate and timely advice to enable it to act in accordance with its legal obligations.
14. Successfully manage a diverse caseload
15. Play a key role in elections in support of the Chief Executive
16. Lead and effectively deploy the staff of the Directorate and encouraging all staff to meet their full potential to maximise their contribution to the Council's strategic and operational objectives and effective service delivery.
17. Effectively deliver a range of programmes and projects to support the vision, aims and objectives of the Directorate and the Council.
18. Act as an ambassador for the borough, promoting and developing the Council's image, forming robust strategic alliances and developing effective working relations with partners, other related organisations, government departments, user groups, business, voluntary sector groups, including championing the interests of the community, stakeholders and partners.
19. Identify timely responses to overcome performance issues and take appropriate action where required.

20. Ensure the timely and effective communication and implementation of all agreed Council policies and processes within the directorate.
21. Manage the directorate's budget in accordance with the Council's standing orders and financial regulations, obtaining value for money and maximisation of income where applicable.
22. Participate in the Council's emergency planning and responses to emergency situations.
23. Undertake such corporate responsibilities as may be allocated to the post from time to time by the Chief Executive.

Designation of Post to which the Post-holder normally reports: Chief Executive

## Person Specification

<b>DIRECTORATE:</b>	Legal and Democratic Services
<b>SECTION:</b>	Legal and Democratic Services
<b>JOB TITLE:</b>	Director of Legal and Democratic Services

### Knowledge

- Qualified Solicitor or Barrister.

### Skills and Abilities

- Established expertise in a range of practice areas and the ability to take a hands on approach when needed.
- Effective organisational skills and the ability to manage competing priorities
- Ability to lead, manage, motivate and develop a large staff team to continually drive performance improvement
- Ability to analyse complex legal and managerial issues and deliver successful outcomes
- Well-developed interpersonal skills

### Experience

- Proven legal and management experience at a senior level
- Successful track record of achievement in the legal field
- Experience of leading and successfully concluding major litigation on legal projects
- Experience of horizon scanning and analysing the legal implications of potential changes on the work of the organisation.
- Experience of working in a political environment