

## Head of Legal and Support Services and Monitoring Officer

### Role profile

#### Job Description

##### **JOB PURPOSE**

- To be the Council's principal advisor on legal and governance matters and to be the designated Monitoring Officer as defined by Section 5 of the Local Government and Housing Act 1989.
- To provide dynamic and positive leadership in managing the staff and teams allocated to the post – Democratic Services, Elections, Legal Services, Information Management, and Communications.
- To play a key role within the Corporate Leadership Team and the wider community to ensure the Council is highly regarded by government, stakeholders, employees, the business community and elected Members.
- To lead on embedding a Corporate Governance and Assurance approach across the Council to ensure a well-run Council.

##### **CORPORATE MANAGEMENT**

1. To lead and manage the delivery of the Council's services allocated to this post in an efficient and effective manner, within the strategies and policies approved by the Council
2. To provide the necessary leadership, guidance and direction to all employees and to oversee the management of resources and budgets.
3. To play an effective part in the corporate management of the Council to ensure a "One Team -Council" approach is always adopted.
4. To Safeguard the Council's internal and external reputation via sound governance and a proactive communications strategy.
5. To role model through own behaviours and actions, a coaching and empowering approach to leadership to ensure the Council is driven by a truly customer-centred culture.

## **SUMMARY OF MAIN DUTIES AND RESPONSIBILITIES**

1. To positively manage ongoing improvements within services by recognising the achievements of individuals and teams, whilst encouraging creativity and autonomy with responsibility.
2. To ensure that effective financial and corporate governance controls are implemented while seeking ongoing areas for improvement.
3. To ensure Council's strategies, priorities and plans are delivered while seeking ongoing areas for improvement.
4. To work with Elected Members to assist in their understanding and engagement of services and to provide them with appropriate support and advice regarding their casework and other Council activities, including attendance at appropriate Council meetings.
5. To build and develop effective relationships with a variety of stakeholders including Parish Councils, Business and Enterprise organisations, voluntary sector groups etc.
6. To work with the Strategic Director of Resources to ensure that procurement procedures meet legislative, constitutional, and other statutory requirements, resulting in efficient and effective provision of good services.
7. To lead the effective management and development of employees to ensure that they are consulted empowered, valued and motivated,
8. To ensure first class technical and professional advice to members and officers of the Council on all legal and governance issues.
9. To ensure the Council meets its legal obligations and strategic objectives whilst exploiting innovative ways of generating cost savings and maximising income.
10. To be the Authority's Senior Information Risk Owner for the purposes of the Freedom of Information Act 2000, the Data Protection Act, General Data Protection, and Environmental Information Regulations.
11. To ensure the Council is represented at Courts, Tribunals and other hearings and to undertake/supervise and deliver the presentation of the Council's case.
12. To initiate, prosecute, or defend in legal proceedings to protect the interests of the Council as required
13. To personally undertake complex legal tasks including advice on the governance and Constitutional arrangements of the Council.
14. To reinforce the standards and conduct of behaviour expected of all employees and members. To investigate potential breaches by members of the Council's codes of conduct, and to make such report or recommendations as necessary.
15. To ensure compliance with Council's Constitution, Standing Orders and procedures.

16. To provide advice and training to ensure Officers and Members are fully aware of matters such as Standing Orders / Constitutional guidance. To provide training and sharing of best practice and learning across the Council.
17. To initiate, facilitate and participate in joint working relationships and partnerships with local communities and external bodies, clearly communicating corporate priorities and objectives.
18. To promote equal opportunities in service delivery and employment practices.  
Corporate
19. To participate in the Emergency Planning callout rota of the Council as Incident Control Manager and to lead teams in collaboration with other agencies and stakeholders to effectively manage civil emergency situations.
20. To carry out the duties of a manager under the Council's Health & Safety policy and to reinforce with staff their legal responsibilities under this policy.
21. To provide leadership to ensure that the Council's Communications Team provide internal and external operational and strategic support and advice across the Council
22. To carry out such other duties required consistent with the general level of responsibility of the post.

## COMPETENCY STANDARDS

COMPETENCY	DESCRIPTION
Collaborates and works with partners	Actively engages and involves internal and external partners to develop and achieve shared community goals and objectives.
Engages with the community & other stakeholders	Ensures decision making is properly informed by others within the local community.
Delivers customer focussed services	Actively involves internal and external customers / partners to develop and deliver effective services.
Is politically sensitive	Engages effectively with elected members and other stakeholders to deliver effective solutions.
Is strategically focussed	Is able to see the bigger picture and focuses decision-making on the achievement of agreed long-term goals.
Manages diversity in practice	Values and respects differences between people (and the service benefits that can arise), challenges discrimination and treats others with respect.
Manages change	Understands the need for change and actively manages the change process to conclusion.
Manages performance	Agrees and sets targets and motivates others to achieve them.
Manages the job	Prioritises tasks to make the best use of resources to

	deliver the job.
Communicates	Gets the message across clearly and appropriately to the needs of the audience.
Develops Talent	Makes the best use of talents and skills of people in achieving agreed objectives.
Manages within teams	Manages individuals and tasks and helps teams to achieve agreed goals.
Working Together	Encourages working together for the benefit of customers.
Leadership	Leads by example through own behaviours and professional approach to work. Inspiring and results-driven.
Developing Commercial skills	Seeks and implements best practice from the private sector, to improve the customer experience and to drive best value-for-money outcomes.
Achieving Excellence	Delivers high quality services to meet personal, organisational and customer expectations. Adopts a can-do, innovative approach.
Reducing Bureaucracy	Actively seeks to minimise ineffective processes and behaviours. Structures communication and engagement processes to meet the needs of customers.

## Employee Specification

Key questions or criteria are developed to set minimum criteria for this job.

In the role of Head of Legal and Support Services and Monitoring Officer it is essential that you can answer yes to the following criteria:

1. Are you eligible to work in the UK?
2. Are you a qualified Solicitor who holds or is eligible to hold a Solicitor's practicing certificate?
3. Do you have experience of working in local government or a similar political environment?
4. Do you have knowledge and understanding of constitutional/governance issues?
5. Do you hold a current full driving licence?

### KNOWLEDGE, AND EXPERIENCE

Criteria	Essential requirements
<b>Knowledge and experience</b>	Ability to deal with politically sensitive and complex matters relating to the business of the Council.

	<p>Able to advise on all legal risks to the Council to resolve potential conflict situations.</p> <p>Ability to discharge the statutory duties and responsibility of the Monitoring Officer, promoting high standards of conduct across the Council.</p> <p>Able to uphold the Constitution of the Council and ensure that it is followed.</p> <p>Evidence of an understanding of the democratic process to provide advice to elected members on the appropriate response to local and regional matters as well as the internal business of the Council.</p> <p>Evidence of operating effectively and openly within the democratic process with the political acumen and skills to develop productive working relationships with Councillors that command respect, trust and confidence.</p> <p>A good understanding of political processes and experience of managing politically sensitive issues and of working with officers and elected members (or equivalent in an alternative public sector or private sector environment).</p> <p>Ability to provide strategic advice on all aspects of corporate governance.</p> <p>Evidence of engaging stakeholders and building strong relationships to achieve collective outcomes.</p> <p>A track record of consistent and demonstrable achievement at management level ideally within the remit of the post.</p> <p>Evidence of providing visible and supportive leadership, empowering, enabling, motivating and developing a team and its members.</p> <p>Experience of working in a pressurised environment and managing competing priorities whilst delivering on a range of projects and adapting to changing circumstances.</p> <p>A clear understanding of the context of potential challenges facing the public sector.</p> <p>Experience of managing strategic relationships with key stakeholders and partners at a senior level.</p>
--	---

	<p>Evidence of delivering an effective performance management culture to drive continuous improvement, including service planning, target setting, performance and staff management.</p> <p>Knowledge of the legislative framework relating to the provision of services in the public sector.</p>
--	--

## Conditions of service

A full statement of the terms and conditions of employment will be given to you if you are the successful applicant. However, the following provides a summary of the main terms and conditions.

The post is covered by the Chief Officer National Conditions of Service with some local variations.

### Salary scales

This is on a salary scale (HoS12) comprising nine incremental points – see below.

1	£64,241pa
2	£65,478pa
3	£66,771pa
4	£68,062pa
5	£69,356pa
6	£70,647pa
7	£71,939pa
8	£73,231pa
9	£74,525pa

Starting salary within the range will be subject to discussion with the successful applicant.

As Monitoring Officer you will receive an additional £5,319 per annum.

Salaries are paid on the 25<sup>th</sup> day of each month, by bank transfer.

Incremental progression is normally automatic, awarded annually on the 1<sup>st</sup> of April.

In addition, the Council will reimburse the payment of one annual professional subscription, and you will be provided with a mobile telephone.

### Annual Leave

Annual leave entitlement is 30 days per annum plus eight bank holidays and one extra statutory day.

### Hours of Work

Your hours of work are unspecified subject to a minimum of 36.25 hours per week and will include evening and weekend work as necessary. It is a requirement of the role that you are a member of the Emergency Planning Incident Control Officer 24/7 out of hours service. This is undertaken on a rota basis with other members of the Senior Management Team, so will generally involve one week in every eight.

An agile working hours scheme is in operation, which allows for greater flexibility in working times, and many of our employees now undertake a significant proportion of their work from home. We will provide a laptop, screen etc and contribution towards the cost of a desk and a suitable office chair if needed.

There will be a requirement to attend the offices when needed for face-to-face formal Council meetings and as part of your wider management role.

#### **Political Restriction**

This post is politically restricted in accordance with the terms of the Local Government and Housing Act 1989. Due to the seniority of this role, and the nature of the post, there is no right of appeal against this restriction.

The final decision on the appointment to this post will be by a small Appointments Member Committee chaired by the Leader of the Council.

#### **Notice**

This post requires a notice period of 12 weeks.

#### **Pension**

You are automatically included in the Leicestershire Pension Fund. Pension rights are usually transferable if an officer moves from one public authority to another.

#### **Smoking at work**

The Council has a Smoke Free Council Policy in place.

#### **Use of vehicles**

With this post you have the option to lease a car in accordance with the terms and conditions of the Authority's policy. This scheme allows the choice of any lease car, and the Council will pay a defined contribution towards the cost of the vehicle depending on engine size and CO2 output. As an alternative you may choose to receive a lump sum car allowance currently valued at approximately £4,500 per annum. The car allowance is not classified as pensionable pay. The nature of this job role means that you will need to use your own vehicle for business use so you must ensure that your insurance documents reflect this. Any business mileage will be paid at the lease car rate – currently 16.6p per mile.

#### **Relocation scheme**

A generous relocation scheme is available for candidates seeking to move to the area. The scheme provides for financial assistance with removal costs, legal and other fees associated with house sale and purchase, settling in allowance and assistance with costs where two properties are temporarily being maintained or support with travel costs. There is a requirement to move within a 20-mile radius of the Council offices – this area includes parts of the large nearby urban areas of Derby, Leicester and Nottingham and a significant rural area containing numerous villages. Further details of the scheme are available on request.



### **Other Benefits**

We offer a range of other benefits to all employees which include 24/7 confidential support line, the option to buy additional leave, a healthcare cash plan scheme, discounts at our leisure centres, workplace bike scheme, star recognition process to recognise outstanding achievements, coaching opportunities, free car parking, free will service, salary sacrifice electric and PHEV car leasing scheme, and excellent support for continued professional and wider career development.

### **Immigration, Asylum and Nationality Act 2006**

You must be eligible to work in the UK. Candidates will be required to provide original evidence of his/her eligibility to work in the UK. (Passport, national insurance number, or visa/work permit).