

Job Description and Specification



Working for a *brighter future* together

Job Title:	Governance, Compliance & Monitoring Officer
Reference:	CEDR2001
Service:	Governance and Compliance
Grade:	D
Reports to:	Chief Executive
Location:	Delamere House, Crewe with travel to Macclesfield Town Hall and other locations within Cheshire East.
DBS Requirement:	Basic DBS

Your job

To be the Council's chief governance and compliance adviser for Cheshire East Council advising the Leader, Chief Executive, Corporate Leadership Team, and Executive and political groups.

To be the Council's Monitoring Officer with statutory responsibility under s.5 of the Local Government and Housing Act 1989 and responsibility for the effective operation of the Councillors' Code of Conduct including decision taking on complaints and the Investigation and Disciplinary Committee process in relation to Protected Officers.

To provide operational and strategic leadership to the Council's:

- Legal Services;
- Democratic Services; and
- Audit and Risk – including Health and Safety, Corporate Insurance, and Information Rights.

Ensure sound democratic decision making, good and effective governance, and openness/access to information.

In this job you will

1. You will be the chief governance and compliance adviser for Cheshire East Council advising the Leader, Chief Executive, Corporate Leadership Team, and Executive and political groups.
2. You will be the Council's Monitoring Officer with statutory responsibility under s.5 of the Local Government and Housing Act 1989 and responsibility for the effective operation of the Councillors' Code of Conduct including decision taking on complaints and the Investigation and Disciplinary Committee process in relation to Protected Officers.
3. You will provide operational and strategic leadership to the Council's Legal Services
4. You will provide operational and strategic leadership to the Council's Governance and Democratic Service
5. You will provide expert advice and support to the Chief Executive and to the Corporate Leadership Team, as well as to Cabinet and Elected Members, on their areas of personal accountability.
6. You will ensure sound democratic decision making, good and effective governance, and openness/access to information.
7. You will be responsible for setting and documenting service standards, in consultation with Elected Members and Principal Professional Advisors, which allow staff within the remit to be responsive to the needs and aspirations of council services, users, residents, Council owned

companies and local businesses, within defined Borough-wide parameters.

8. You will ensure the design, implementation and maintenance of service structures, methods of delivery, operating procedures and “rules of engagement” (Legal Audit and Democratic Services) within the remit which define the required behaviours and best practice of managers and staff, and to ensure that agreed standards are met consistently.
9. You will be responsible for ensuring that services/functions within the remit are delivered within and to budget, and to set and manage appropriate financial and other controls, which enable decisions to be made directly and quickly at the frontline (within agreed delegated authority).
10. You will manage all aspects of service, teams and individual staff performance including use of resources, against agreed shared and personal targets.
11. You will actively seek opportunities to raise income, including selling services to other agencies or local authorities, and through the application of market-tested fees and charges, as well as by bidding successfully for or otherwise accessing sources of external funding.
12. You will be responsible for taking the primary responsibility for and be directly accountable for the performance and use of resources of a range of defined functions and activities, as the main (but not exclusive) area of focus of the role.
13. You will commission efficient and effective services/projects/initiatives, through a range of direct delivery, innovative partnerships, and commercial arrangements (including social enterprises).
14. You will actively review all services within the remit to ensure that they continue to be delivered in the most efficient and effective way, including outsourcing, co-sourcing, or insourcing for future delivery.
15. To be responsible for the maintenance/accuracy of the service establishment in UNIT4 and accountable for budgets associated.

Statutory Functions:

16. You will report formally on contraventions or likely contraventions of any enactment or rule of law.
17. You will be responsible for reporting on any maladministration or injustice, where the Ombudsman has carried out an investigation.
18. You will establish and maintain the Register of Members’ interests, gifts, and hospitality.
19. You will receive copies of certificates under the Local Authorities (Contracts) Regulations 1997.
20. You will be responsible for promoting, supporting, and maintaining high standards of conduct by Elected Members and Officers, under the appropriate Codes of Conduct and ethical principles.
21. You will undertake the initial assessment of code of conduct complaints against members.
22. You will conduct investigations into misconduct by elected Members.

From time to time you may be asked to undertake work as may be determined by the Chief Executive and/or an Executive Director. This will be up to or at a level that is consistent with your job role. This supports our joint commitment in our employee deal to work together as one team and one council to deliver the best service for our customers and communities.

In this job you will need

You must be able to demonstrate the following essential requirements:

- A degree (or equivalent) level qualification relevant to the role
- Demonstrable knowledge of audit governance and compliance frameworks delivered through professionally qualified teams
- In depth and up to date knowledge of Local Government legislation and national and local developments affecting Local Authorities
- Evidence of formal post graduate management development
- Evidence of ongoing professional development

It would also be desirable if you hold the following qualification/experience:

- Qualified as a Solicitor or Barrister.

Our culture

For us, it is not just about our achievements as an organisation, but about how we do it. At Cheshire East Council we are working for a brighter future together –

- **We have a shared purpose**
- **We are supported and well-led**
- **We are treated fairly and highly valued**
- **We succeed together**

This is all underpinned in our employee deal and everyone is expected to uphold their commitments by living by our values and demonstrating our behaviours.

Our values

Flexibility: adaptable, open to learning and resilient

Innovation: creative, challenges convention and always looks to improve

Responsibility: delivers on promises, efficient and has integrity

Service: listens, delivers quality, is reliable and enables others

Teamwork: respectful, inclusive and contributes at all levels

Our COMMITMENT

Shared purpose

- Provide a safe and positive working environment
- Setting clear performance objectives with realistic timescales for delivery
- Having fair and efficient policies and procedures in place and applying them consistently
- Listen, respond and act appropriately when you tell us about something that is inappropriate or wrong

Well led

- Provide honest, respectful and responsible leadership
- Be fair, consistent and timely in our decision making
- Work with you, enabling you to do your best work every day with the right resources, tools and technology

Valued people

- Have regular, useful team meetings, keep you informed and provide an opportunity for everyone to share their views
- Treat you as individuals, be respectful, flexible and supportive
- Care for your health and well-being
- Provide you with regular, meaningful and constructive feedback on your performance through one-to-ones and performance review meetings

Succeeding together

- Offer you opportunities for learning and developing
- Recognise and value your hard work and contribution
- Work together as one team and one council to deliver the best service for our customers and communities

Your COMMITMENT

Shared purpose

- Bring a positive and can do attitude into work
- Be proactive and always responsive to our customers and communities
- Work responsibly and ask for help if you need it
- Tell us if you see or experience anything that is inappropriate or wrong

Well led

- Be honest and reliable
- Get involved, keep informed, make suggestions and share your ideas
- Embrace technology and new ways of working

Valued people

- Participate fully and make helpful contributions to team meetings
- Be respectful of others and work flexibly and collaboratively with colleagues and partners
- Care for your health and well-being enabling you to maximise your attendance at work
- Value helpful constructive feedback and act upon it

Succeeding together

- Take the opportunity to learn and develop
- Be supportive and appreciate others
- Work together as one team and one council to deliver the best service for our customers and communities

Working for a brighter future together

