

## ROLE PROFILE

### DIRECTOR OF LAW, GOVERNANCE & COMPLIANCE AND MONITORING OFFICER



East Midlands Combined County Authority (EMCCA) is the country's first Combined County Authority, coming into being in March 2024. The first elected Mayor of the East Midlands Combined County Authority was elected in May 2024.

We have already established ourselves at the forefront of Combined Authority governance. The continued build of the organisation requires significant thinking, development and innovation around how our existing, transitioning and future functional areas will operate.

We are committed to the delivery of good governance, transparency and accountability in everything that it does, striving to ensure that decision-making is effective, proportionate, open to test and challenge and taken to deliver benefits to the region in alignment with its agreed strategic objectives.

We are also committed to achieving future devolution for the region that will benefit its residents and regional business, recognising that in providing areas with more power and funding flexibility it becomes even more essential to strengthen governance and accountability arrangements to ensure that they are used appropriately to support regional and national priorities.

### The Role

The Director of Law, Governance & Compliance and Monitoring Officer is an integral and strategic role within the Combined County Authority, playing a key authentic, strong and visible leadership role within the organisation across all areas of competence.

The key areas of responsibility within the Directorate are Governance, Legal and Information Governance, all reporting to the Director. The postholder will report to the Chief Executive and Head of Paid Service and will have a close relationship with both the Chief Executive and the Mayor to provide advice, guidance and direction, deliver effective governance arrangements and compliance with legislation and fulfil statutory officer requirements as the Monitoring Officer.

We expect this role to deliver:

- effective, efficient high quality legal/governance advice, reflecting best practice to the Mayor, Members and officers
- drive and delivery an innovative and evolving governance framework
- operational and day to day management of legal, governance and information governance
- play a key role on the Senior Leadership Team
- support delivery of an ambitious strategic framework
- develop and maintain an 'enabling approach' within services provided by the Directorate and across the organisation

## Key Accountabilities

The specific key accountabilities for the role are as follows:

- Discharge the statutory duties of the Monitoring Officer functions via the leadership and delivery of all functions associated with the role, ensuring the Combined Authority fulfils its lawful obligations and statutory duties in accordance with the Combined Authorities constitution.
- Deliver, develop and evolve the governance framework to ensure the effective administration of member level decision making processes and ensure that the Mayor, members and Advisory Board membership are appropriately supported in fulfilling their responsibilities.
- Develop and maintain the Constitution and the Single Assurance Framework, ensuring adherence to the CCA Assurance Framework across all activities and programmes.
- Develop the legal model, ensuring the timely provision of high quality legal and governance services to facilitate the delivery of projects and programmes in accordance with all legal and regulatory requirements.
- Provide leadership and direction overseeing the full range of legal, governance and compliance core functions including regulatory, property and contract law, compliance oversight, external and internal governance and information governance.
- Act as the most senior legal advisor to support the Combined County Authority, the Mayor, the Deputy Mayors, Chief Executive and Head of Paid Service and S73 officer. Identifying areas of risk and liability and advising on solution focussed strategies in order to deliver the Combined Authorities priorities.
- To support the Chief Executive and other Executive Directors to deliver the aspirations and outcomes contained within the CCA corporate plan and associated strategies.
- Shape and deliver the objectives of the service to support the Combined Authority in achieving its vision and maintaining an enabling but compliant culture.
- Ensure the processes around the publication scheme, data protection and GDPR and wider information governance meet statutory requirements and are embedded across the organisation.
- Discharge the functions delegated to the Director of Law, Governance & Compliance and Monitoring Officer in the Constitution including the institution, conduct or defence of any legal proceedings or disputes.
- Take a proactive corporate role in the leadership of the organisation, including participation and delivery as part of the Senior Leadership Team. Responsible as a member of the senior leadership team for consistent and visible leadership across the organisation, creating an environment where teams can aspire, flourish, thrive and perform.
- Promote partnership working across the organisation and demonstrate organisational values and behaviours at all times.
- Influence, develop and motivate your team, taking a positive approach to their development at all times.

- Ensure the Combined Authority's legal, policy, people, financial and systems functions are fit for purpose and meet all statutory requirements and enabling the Combined Authority to operate effectively and efficiently.
- Support procurement advice, solutions and guidance to members/officers in accordance with the Constitution, procurement framework and relevant legislation/best practice.
- To facilitate the identification and compliance with EDI improvements/changes across all services and service delivery, giving due regard to the requirements of the Public Sector Equality Duty when carrying out duties and functions/activities.
- Ensure delivery of quality, consistent, compliant and value for money services.

## **Our Values**

We have proactively become a values-based organisation from the outset. In conjunction with our operational ethos emphasizing the importance of people, processes, and outcomes, we embrace continual improvement, and are guided by four core values supported by a behaviour framework:

**We Lift Our Region | We Work Together | We Make an Impact | We Are Human**

These values shape our culture, influence expected conduct, how we work and interact with each other and our stakeholders, fostering positivity, and supporting the achievement of our goals and progress together.

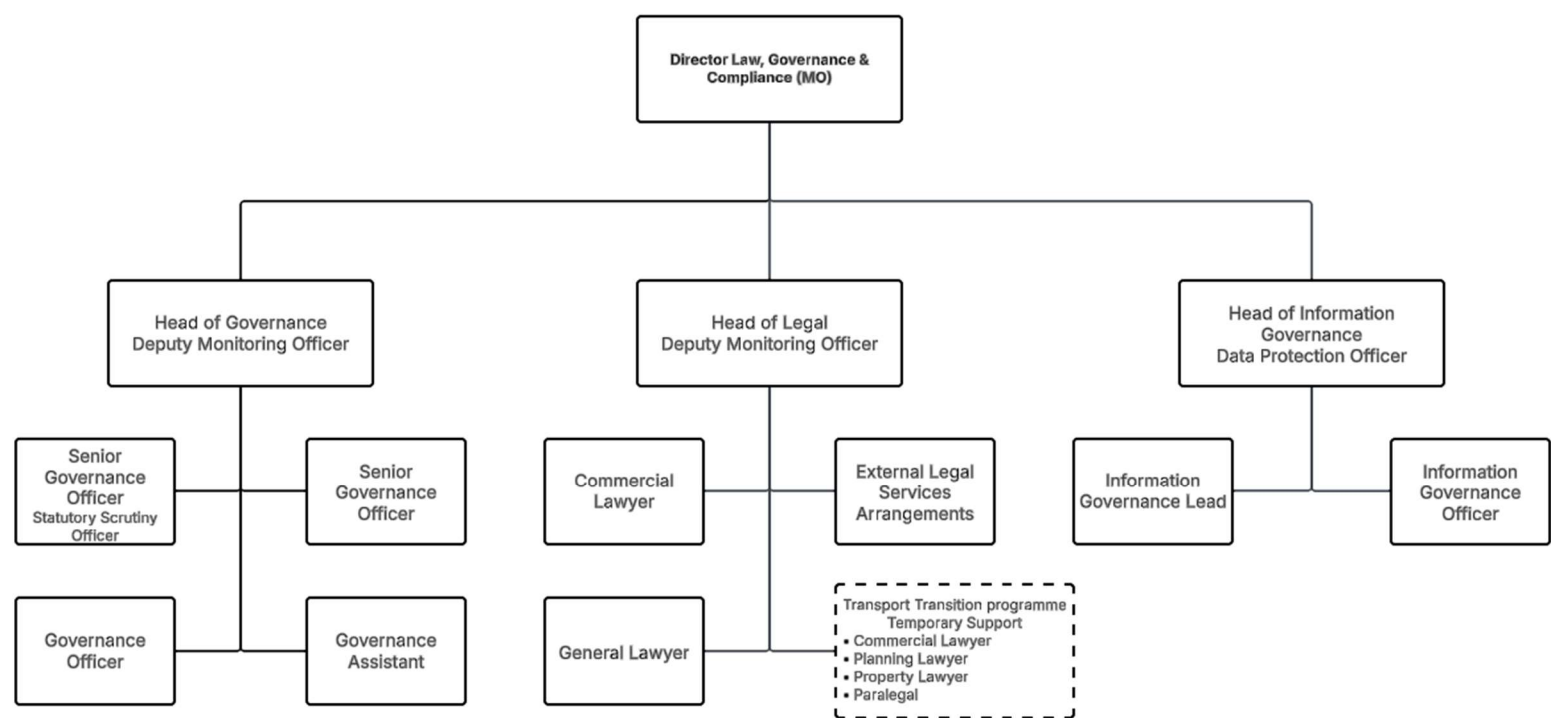
## **Leadership**

We expect inspirational leadership from this role, including:

- Provide visible leadership to the Directorate and wider organisation
- Create a positive and supportive learning and working environment through delegation, mentoring, and coaching of staff and promote a culture of collaboration by sharing knowledge and resources within the organisation.
- Support the development of individuals and teams to develop career pathways, ensuring a talent pipeline for the organisation.
- Create the right working environment for your team with a solid work ethic of working towards achievement of our vision.
- Develop and demonstrate a strong performance management culture, ensuring that people are accountable for the delivery of results.
- Promote an understanding of and adherence to the Combined County Authority's values by modelling appropriate behaviours and creating a corporate, collaborative and supportive environment that encourages and recognises those values.
- Ensure appropriate communication channels are in place and effective between you and your direct reports.

## Directorate Structure

The structure of the Directorate is evolving to ensure it can deliver on emerging and developing requirements around our core areas of competence and devolution ambitions. You will play the key role in determining resource requirements within the Directorate moving forward, at present the structure is as follows:



The structure above was correct at time of issue.

## Organisational Landscape

### Our Mission

We will be driven by our mission to ensure long-term systemic impact. Created by and for the benefit of our people, businesses, and places in the East Midlands area.

### Our Vision

We will make our region more prosperous, sustainable, and fairer, helping our people and businesses to create and seize opportunities.

We are built on a foundation of systems leadership and partnership working.

## Person Specification

### Knowledge, Experience, and Qualifications

- Educated or experienced to master degree/post graduate professional qualification level with supporting management training or equivalent experience
- Qualified Solicitor or Barrister
- Extensive experience of successful performing in a similar role including the provision of legal and governance services in a high-profile political environment
- Demonstrates a commitment to equality, diversity and inclusion at all times
- Substantial experience of operating in a senior leadership role responsible for a portfolio of services/teams
- Proven leadership and people management experience of developing high performance teams and adapting leadership style required in order for the individual and team to thrive and flourish
- Sound understanding of the corporate decision making, constitutional and legal/governance environment in which the Combined County Authority operates
- Experience of making compelling presentations and written reports for a range of audiences
- Strong political awareness and sensitivity combined with experience of providing direct advice to officers and members of a board on a range of complex issues both verbally and in writing
- Evidence of commitment to continuous professional and personal development

### Skills, Abilities and Behaviours

- Confident communicator, able to discuss broad and complex issues with a wide range of partners/stakeholders using appropriate skills such as engagement, influencing, shaping, persuasion and negotiating
- Able to develop effective working relationships and partnerships and drive consensus in a respectful and consistent way that builds trust and values the contributions of others
- Well-developed strategic and critical thinking combined with sound and timely decision making and leadership judgement
- Agile, resilient with the ability to prioritise competing demands/deadlines and the determination to deliver
- Ability to:
  - work collaboratively as part of a cohesive leadership team ensuring open and effective communication

- interpret, analyse, monitor and track information and progress and use judgement and evidence-based decision making to create solutions and opportunities
- able to communicate insights derived from the analyse of data/information to a range of audiences
- Competent in all areas of the law and the democratic process and to be able to provide clear professional advice where legal and professional standards are not met

The role requires an ability to be able to work flexibly to fulfil the requirements of the role and to attend meetings inside and outside of the region

This is a politically restricted post as designated under the LGHA and any subsequent amendments