



## ROYAL BOROUGH OF KINGSTON UPON THAMES - ROLE PROFILE

### Director, Governance & Law (Monitoring Officer)

Permanent role, based in Kingston

Grade CO4

### Context

#### Why Kingston?

We have a great borough to live, work, study and visit. Our rich cultural and creative heritage, strong supportive communities and services that help people who need them most. The communities of the Borough are for the most part strong, healthy and prosperous. That said, there are people who rely on the Council and other public services. Like most places, our population is ageing and more people are living longer and so some people need more support to stay independent, safe and well. Kingston is a diverse Borough, not just because of this range of needs, but because it is home to people from diverse and interesting cultures and backgrounds. Kingston has a large Sri Lankan Tamil community and is home to more people from Korea than any other part of the UK. Kingston is a great borough to live, work, study and visit.

#### Our Ambitions

Our workforce is essential to effectively delivering our Council Plan. We are continually engaging with staff to identify how we can best support them and enable them to fully utilise their potential. We enrich our workforce by attracting new staff who share our values and have the ability and motivation to achieve our vision, opening up opportunities for residents of our borough. Our focus is on creating a positive work culture of shared ownership, accountability and continuous learning with collaboration at the heart of our approach and an inclusive performance culture where everyone is valued and celebrated. Our STAR values Supportive, Transparent, Appreciative, Respectful, created with our staff, are set out in our [Values and Behavioural Framework](#).

Our annual Delivery Plan, containing both in-year and longer term commitments, will set out how we will deliver our priorities. Progress and performance indicators will be reported annually at the council's strategic Corporate & Resources Committee and published on our website. We are ambitious and innovative in our delivery against our themes of being **greener**, in terms of our natural environment, sustainable travel and air quality, waste reduction, recycling and reuse, and reducing our carbon emissions to ensure our council will be carbon neutral in its operations by 2030 and wider borough 2038. We are committed to being a **fairer** borough, tackling exclusion and promoting equity, striving to remove barriers so our children and young people can live healthy, happy, safe and successful lives, with all our residents starting well, living



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well and ageing well through the promotion of health and wellbeing. We are all working hard to meet the growing housing needs, by delivering quality homes and housing services. We are developing the skills, training and employment, working with our partners. Our commitment to having a **safer** borough has never been stronger through the provision of wide ranging, high quality support through a person centred approach. We are a resilient and adaptable Borough, working with partners, voluntary sector, residents and Community Groups to make Kingston better **together** with safer, well looked after streets and public spaces, delivering high quality regeneration to shape Kingston as a vibrant place for our residents and Communities.

Our four priorities are Customer, Cost of Living, Climate Change and Communities, enabling efficient access to information and services as we commit to transforming our services, in a challenging financial context, and delivering a **future council**, with our Communities at the heart of our decision making.

## About the role

To achieve its ambitions, deliver its priorities and reflect its values in everything it does the council needs Directors who thrive in a networked organisation and who can work strategically and corporately, across complex networks and systems. Directors provide inspirational leadership to those for whom they are directly responsible as well as to a much broader audience through their influence and leadership impact. Innovation, creativity and collaboration are key to driving the transformation required, discovering the art of the possible by pushing at boundaries and overcoming barriers, whilst managing risk so there is responsibility and accountability at all levels across the organisation.

All Directors will be expected to have an impact beyond and within the council and will lead the development of the council's vision, strategies and plans operating at a national, regional, sub-regional, community, corporate and functional level to achieve the best for Kingston.

As a member of the wider leadership team, this role will play a key role in the collective leadership of the council, setting strategic direction, and vision and providing the constructive leadership needed to create the conditions for success. You will provide strong strategic leadership and support by working alongside Executive Directors, Chief Executive, Portfolio Holders and Elected Members, ensuring they receive high quality advice on strategy and policy issues. You will be responsible for building inclusive and diverse teams, supporting behaviours that align with our STAR values and behaviours (Supportive, Transparent, Appreciative and Respectful).

Working across the organisation with the Corporate Leadership Group, and as part of the Directorate Management Team, the Director will provide leadership direction and impact to a small team of Corporate Heads of Service, Service Managers and/or team leaders as well as the corporate network across the Council to best deliver those outcomes and objectives.

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Directors have a portfolio of responsibilities that collectively manage and deliver our strategic challenges and priorities including:

- A corporate focus, working as ambassadors and networking as partners and communities, and participating in activities that impact right across the organisation.
- A cross-cutting focus, leading and participating in activities that involve more than one directorate or different teams within a directorate to join up delivery to provide better outcomes and services.
- A functional focus, with leadership responsibility for a range of functions, services, resources and people.

Each Director, with their Executive Director colleagues, form the directorate leadership team and share responsibilities for managing the directorate's portfolio of services, programmes and projects. This leadership team will work corporately with, and across, directorates and is part of the corporate wider leadership team.

This role is responsible for all **Corporate responsibilities** as detailed below:

- Financial management and People Management
- Equality Diversity and inclusion
- Data Protection
- Elections
- Emergency Planning / Business Continuity
- Engagement & Collaboration
- Health and Safety
- Safeguarding – Protection of vulnerable Adults and Children
- Volunteering/Social impact
- Complaints handling and investigation
- Risk and Performance Management
- Transformation
- Climate Change
- Investigations
- Matching Panels

### Functional Responsibilities

The services in scope for this role include:

- Corporate Governance

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- Legal
- Audit
- Anti-fraud
- The Mayoral Office
- Democratic Services
- Electoral Services
- Commissioning

Commissioning responsibility for:

- Legal and Audit Services

The Governance & Law function includes:

- Monitoring Officer responsibilities
- The political interface and member support
- Corporate governance including developing and overseeing the governance system that connect political leadership, senior managerial, directorate, service and team and project and programme leadership and management
- Statutory compliance & oversight of DPA, FOI, Ombudsman, RIPA & other corporate compliance frameworks
- Democratic and governance Support
- Electoral services and Land Charges
- Commissioning responsibility for Legal Services and other support services relevant to law and governance

The role reports directly to the Executive Director of Corporate Services (S151 Officer) and is a key member of the Senior Leadership Team (SLT), Corporate Leadership Group (CLG) and Directorate Management Team (DMT), responsible for the Corporate Head of Commissioning, Corporate Head of Democratic and Electoral Services, Resilience Planning Manager and their teams.

### **Delivery**

The Director, Governance and Law (Monitoring Officer) is an exciting and critical role that will ensure that the Council works as effectively as it can. It will ensure all its operations are well governed and compliant. This role will enable the Council to be flexible and agile in its approach to governance and management, and ensure that the roles and relationships between Councillors and Officers are clear, constructive and high performing.

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This role is the go to person for all the things that will make the Council operate its governance and management systems effectively and efficiently. It also carries the statutory responsibilities of Monitoring Officer and works with Councillors and as part of the Strategic Leadership Team (SLT) to contribute expertise to strategy setting and provide advice and guidance to all SLT activities as necessary.

It is a big corporate cross cutting and influential role which working with and through others ensures all colleagues are behaving, and all council activities are being done properly. The influence of this Director will touch all Council activities. This role must ensure we have systems and processes in place, without being overly bureaucratic and recognise and facilitate a constructive governance culture that has buy-in and support from colleagues.

Working corporately with the Corporate Leadership Group, and as part of the Directorate Management Team, the Director will provide leadership direction and impact to a small team of Corporate Heads of Service, Service Managers and/or team leaders as well as the corporate and commercial network across the Council to best deliver those outcomes and objectives.

The successful post holder will:

- Provide inspirational and constructive leadership to the Governance and Law function and create the conditions for a high performance networked operating model and culture, encouraging innovation and smart working.
- Provide leadership to the Corporate Governance, Land Charges, Democratic Support and Electoral Services functions.
- Ensure organisational effectiveness through good governance and an agile approach to Member support, managing the political and managerial interface, statutory compliance and maintaining ethical standards.
- Commission Legal Services, working with the South London Legal Partnership to ensure that the Council's legal activities and responsibilities are delivered to a high standard.
- Acts as the Council's statutory Monitoring Officer to ensure that the Council, its officers, and its Elected Councillors, maintain the highest standards of conduct in all they do.
- Embed issues relating to equity, equality and diversity into all aspects of professional and managerial role, including service delivery.

NB. The requirements of this post include attending meetings and other events outside normal hours as expected with a post of this nature and the postholder will need to manage their work life balance flexibly to meet the needs of the role.

## **The person**

In order to successfully deliver the responsibilities of the role, you will need to:

- Be a qualified Solicitor or Barrister with a current practicing certificate, with experience of advising Chief Officers and Members.

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- Understand the Council's transformational and leadership approach and contribute to the collective leadership required to continually develop this.
- Have exceptional leadership skills, modelling a strong performance culture and constructively building achievement, confidence and skills in others.
- Display the commercial mindset and the financial management skills to bring about demonstrable improvements in efficiency, value for money and income generation.
- Be able to build high levels of credibility and impact quickly, working within networks to delivering through and with others.
- Have significant experience and a proven track record of achievement in leading and managing law and governance-focused services and activities.
- Work successfully with elected members, partners and key stakeholders including residents, businesses, communities, partner organisations and other public services.
- Demonstrate commitment to own personal and professional development to meet the changing demands of the role.
- Demonstrate a high level of innovation and creativity.
- Follow the [Roles and Duties as specified for Statutory Officers \(Monitoring Officers\)](#).