

Job Description

Director of Legal and Governance

Level: Director (1)

Responsible To:

Deputy Chief Executive

Responsible For:

Legal and Procurement, Democratic Services, Audit & Risk

About the job:

To be the Monitoring Officer under the provisions of Section 5 of the Local Government and Housing Act 1989 for both Councils and to be the Councils' Data Protection Officer (DPO).

To ensure that, in the delivery of its services, the Councils are compliant with relevant law, frameworks, guidance, policies and procedures – identifying issues of non-compliance and, where this is the case, ensuring that the appropriate remediation is undertaken. To be responsible for the overall direction, organisation, management and performance of Legal, Elections, Democratic Services, Corporate Support, Mayoralty, Procurement, and Internal Audit and Risk services (which includes the corporate Health and Safety Team). To also be a Director of the Councils leisure services companies.

Role:

To act as the Councils' statutory Monitoring Officer to ensure that the Councils, their Officers, and their Elected Members, maintain the highest standards of conduct in all they do, and report any matters that are likely to be illegal or amount to maladministration.

To inform, support and advise Members of the Councils so that they can perform their executive, scrutiny and representational responsibilities and ensure that decisions are appropriately informed and services delivered according to the Councils' priorities.

To be responsible for the operation of the Councils' Constitutions. To provide strategic and professional advice on legal, constitutional and corporate governance issues. To promote and ensure compliance with corporate governance. To ensure effective management of Council resources in accordance with best practice and the Constitutions to meet needs of stakeholders and delivery of the Corporate Strategies.

To lead the councils' legal function, ensuring that it provides strategic and professional advice on legal, constitutional and corporate governance issues.

To act as the Councils' key liaison with the Electoral Commission, Boundary Commission and Information Commissioners Office.

Manage and provide advice and assistance to Members on the Members' Standards Code of Conduct (statutory obligations).

To be responsible for internal audit and assurance arrangements and risk management across the organisations. To lead risk, resilience and business continuity across the Councils. To be responsible for organisational health and safety.

To be responsible for the procurement service, ensuring the achievement of each Councils' corporate procurement objectives through the implementation of the joint procurement strategy and ensuring a modern, best practice and socially responsible, compliant procurement approach is taken at each Council.

To ensure the Team delivers its functions and responsibilities in carrying out elections.

Responsibilities:**Team:**

- You will work with your colleagues to prioritise team objectives over individual objectives.
- You will support and respect your colleagues at all times.
- You will work together to share knowledge and experiences to improve your service.
- You will participate in development activities as required.

Corporate:

- You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
- You will actively engage with customer care, value for money and performance management.
- Your duties will be carried out in line with our equality scheme.
- You will be compliant at all times with GDPR and data protection legislation.
- You will constructively participate in communication and promotional activities.

Organisational:

- You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
- You will support an inclusive culture which provides opportunities for everyone to participate and progress.
- You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council's priorities and objectives are met.
- You will positively promote and represent the Council at all times.

What the successful candidate will have:

Qualifications

- A Qualified solicitor / barrister with a current practicing certificate.
- A current full driving licence or equivalent mobility
- Evidence of continuing professional development

Experience

- Be able to think and act strategically across and outside organisational boundaries.
- Have significant experience of managing relevant teams and functions with demonstrable success.

Knowledge, Skills & Abilities

- Able to manage legal services within a complex environment.
- Have the personal courage and resilience to challenge elected Members and to cope with ambiguity, uncertainty and pressure.
- Able to work across South Ribble and Chorley.
- Able to inspire others with a compelling vision of the future, engage others in that future and motivate them to make the required contribution

Our Values & Behaviours

Customer Focused - We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service.

Forward Thinking - We solve difficult problems by being adaptable, resilient, and innovative.

Working Together - We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services.

Making a Difference - We make a positive difference for our communities by being helpful and going the extra mile.

Delivering Quality Services - We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome.