

Job Description

<p> Job Title: Head of Legal and Support Services (Monitoring Officer)</p> <p> Department: Legal and Support Services /CLT</p> <p> Grade: Head of Service plus Monitoring officer allowance and car allowance</p> <p> Location: Coalville base, travel across the district & remote</p> <p> Reporting: Chief Executive</p>	<p>Job Purpose</p> <p>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. Services to include Democratic Services, Elections, Legal Services, Information Management, Corporate Secretarial Team and Communications.</p> <p>To undertake the role of the Council’s statutory Monitoring Officer</p>
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EXCELLENCE | TRUST | RESPECT | PRIDE | GROWTH

Key Responsibilities

- Proactively lead and manage the Council’s Legal and support services.
- Play an active role in ensuring the service aligns with and contributes to the Council’s strategic aims and ambitions as part of the Corporate Leadership Team.
- Provide leadership, coaching and training to the team so that they provide an excellent and professional service in dealing with our customers, ensuring a positive customer experience and outcome
- Ensure full compliance with all relevant legislation, regulations, policies, and standards.
- Act as the Authority’s Senior Information Risk Owner, with responsibility for overseeing compliance with the Freedom of Information Act 2000, the Data Protection Act, the UK General Data Protection Regulation, and the Environmental Information Regulations.
- Undertake complex legal tasks including advice on the governance and Constitutional arrangements of the Council.
- Manage the service in line with the Council’s performance framework, including directorate and service plans.
- Ensure compliance with the Council’s Constitution, Standing Orders, and associated procedures, providing advice, guidance and training to Officers and Members to support their understanding of constitutional requirements, promote best practice, and embed continuous learning across the Council.
- Oversee service budgets and ensure sound financial management over the medium term, delivering value for money.

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- Undertake any other duties that fall within the scope, spirit, and purpose of the role.

Skills and Behaviours	Experience and Qualifications
<ul style="list-style-type: none"> • Role models the Council’s Values and Behaviours • Fosters a culture of openness, trust, accountability, and empowerment across the service. • Skilled in building effective partnerships to co-design and deliver housing services that meet community needs. • Commitment to delivering and embedding an excellent customer service with a strong tenant-first approach. • Act as a role model in actively putting the customer at the heart of the service. You will find ways to give residents a say in decisions that matter to them • Provide leadership, coaching and training to the team so that they provide an excellent and professional service in dealing with our customers, ensuring a positive customer experience and outcome • An inclusive team player who can foster partnerships, work collaboratively across boundaries and achieve performance and results through others. 	<ul style="list-style-type: none"> • Proven ability to lead, motivate and inspire high-performing teams in a complex, fast-paced environment. • Strong track record of working collaboratively with multi-disciplinary teams, elected Members, and a wide range of internal and external stakeholders. • Able to advise on legal risks to the Council and support the resolution of potential conflicts. • Capable of discharging all statutory Monitoring Officer duties while promoting high standards of conduct across the Council. • Able to uphold and ensure compliance with the Council’s Constitution. • Demonstrates an understanding of the democratic process, providing clear advice to elected members on local, regional, and internal Council matters. • Proven ability to operate effectively and transparently within a political environment, building respectful, trusted, and confident working relationships with Councillors. • Strong political awareness with experience managing politically sensitive issues and working collaboratively with officers and elected members (or equivalent stakeholders in other sectors). • Able to provide strategic advice on all aspects of corporate governance. • Demonstrates ability to lead service transformation and continuous improvement initiatives.

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| | <ul style="list-style-type: none">• Knowledge of the legislative framework relating to the provision of services in the public sector.• Qualified solicitor or barrister• Management Qualification (desirable) |
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