



## Employee Specification

**Post Title:** Assistant Chief Executive Officer (Legal, Governance and Democratic Services) (Monitoring Officer)

**Grade:** Director

### Essential Criteria

- Qualified solicitor/barrister/CILEX lawyer without conditions or limitations imposed by their regulator, required to fulfil the Council's Statutory Monitoring Officer (Section 5 LGHA 1989) functions and providing authoritative advice on complex legal and constitutional matters
- Extensive senior-level leadership experience, including leading and delivering multiple complex services, providing strategic legal oversight of governance, standards, constitutional integrity and organisational compliance.
- Experience of commissioning/providing legal advice on complex issues with sound evidence-based judgement, risk assessment and accountability for high-impact decisions.
- Proven ability to set service strategy, develop annual and medium-term plans, and align resources to corporate objectives.
- Knowledge of and commitment to the Council's vision, priorities and values.
- Highly developed strategic leadership and people-management skills, with the ability to inspire, motivate and develop leaders and staff, foster an empowering high-performance culture and build high performing teams.
- Demonstratable experience in reshaping legal teams and service models, using contemporary legal technologies, effective process design and intelligent automation to modernise legal and governance services and drive productivity and efficiency.
- A strong collaborator who can develop productive relationships with senior stakeholders with a successful track record of working in partnership.
- Appetite for and ability to work in a political environment.
- Strong communication skills (written and oral), with high attention to detail, and the ability to absorb complexity and convey simplicity.



- Demonstrates capability to lead service change, transformation and modernisation, working confidently within a political environment
- High personal standards of integrity, honesty, fairness and professionalism, and a strong commitment to continuous professional and personal development.

### **Desirable Criteria**

#### **Knowledge, Qualifications and Experience**

- Experience of effective and compliant electoral processes, demonstrating successful management or leadership of electoral services and the smooth delivery of elections.
- Previous experience serving as a Monitoring Officer or Deputy Monitoring Officer, demonstrating practical application of statutory responsibilities and a strong understanding of the governance requirements of the role.
- Senior level experience working in local government or the public sector demonstrating a strong understanding of governance frameworks, organisational pressures, political contexts, and the ability to operate confidently within complex, high-accountability environments.
- Knowledge and understanding of the challenges facing local government.
- Knowledge and experience of advising on Elected Member Code of Conduct matters, demonstrating robust ethical governance, supporting high standards in public life, and offering sound, impartial advice to enable constructive decision-making across political groups.
- Experience and knowledge of financial planning, budget management and identifying efficiencies, savings and cost reductions opportunities; improving value for money; and ensuring service delivery remains financially sustainable while meeting statutory duties.