



Job Outline

Corporate Resources

Job Title	Assistant Chief Executive Officer (Legal, Governance and Democratic Service)	Post Number	POST2344
Responsible to	Executive Director of Corporate Resources	Scale Point	Director

Overall Purpose: To lead a modern and effective Legal and Democratic service and act as Statutory Monitoring Officer in a large Unitary Council.

As a member of the Corporate and Senior Leadership Teams, shape a high performing, inclusive and forward-looking Council. Provide visible leadership that strengthens governance, constitutional integrity and organisational resilience while supporting delivery of corporate priorities and community outcomes.

Provide strategic leadership and oversight of key governance, assurance and statutory functions, including Internal Audit and both Deputy Monitoring Officers, ensuring strong organisational assurance, statutory compliance and resilient corporate governance across the Council.

Principal Accountabilities	
1.	Lead a modern and efficient Legal and Democratic service, aligning service strategy with corporate objectives, developing clear annual and medium-term plans that ensure resources, capacity and priorities meet organisational requirements.
2.	Act as the Council’s Statutory Monitoring Officer pursuant to Section 5 of the Local Government and Housing Act 1989.
3.	Fulfil the role of the Council’s Senior Information Risk Owner (SIRO) pursuant to the Data Security and Protection Toolkit and the Senior Responsible Officer pursuant to the Regulation of Investigatory Powers Act (RIPA), ensuring strengthened risk management, compliance and stewardship.

4.	Safeguard the Council's interests by providing strategic legal oversight of standards, constitutional matters, corporate assurance and organisational integrity including advice and support to the Council, Chief Officers and Elected Members on sensitive and complex legal issues.
5	Be accountable for the leadership, performance and professional standards of the Head of Audit and the two Deputy Monitoring Officers, ensuring these functions work cohesively to strengthen lawfulness, governance, assurance, ethical conduct, and organisational resilience.
6.	Ensure effective delivery of elections and electoral services and act as Deputy to the Electoral Registration Officer and Returning Officer when required.
7.	Represent and promote the Council on all Legal and Democratic services matters locally, regionally and nationally fostering strong relationships with professional bodies, partners and the Hull and East Yorkshire Combined Authority.
8.	Contribute to the leadership of the Council via membership of the Council's Corporate Leadership Team and Senior Leadership Team, promoting organisational cultural change aligned to the 'One Council, One Team' approach
9.	Play an active and collegiate role as a member of the Directorate Leadership Team and represent the Executive Director of Corporate Resources on all areas pertaining to Legal and Democratic Services and other Directorate wide matters as required
10.	Ensure Legal and Democratic Services support service redesign, digital innovation and transformation programmes contributing to the Council's People Strategy, Blended Working Policy, Business Plan and Financial Plan.
11.	Be accountable for achieving the service objectives, standards, performance measures and activity targets for Legal and Democratic Services. Evaluating risk and adapting strategic plans to meet emerging challenges or opportunities.
12	Inspire, motivate and develop leaders and staff across Legal and Democratic Services, creating a learning culture that supports high performance, empowerment, innovation and talent attraction.
13	Champion continuous improvement, innovation and efficient resource management including all budget responsibilities for the Service.
14	Maintain deep understanding of evolving national policy, government developments, regulatory frameworks and legal/governance best practice, ensuring the Council is well-positioned for future changes.

15.	The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
	Posts on scale point 8 and above are politically restricted under the Local Government and Housing Act 1989. This means that the postholder is automatically disqualified from holding public elected office such as a Councillor in a local authority (other than in a parish or community council).
	The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times
	In your role you are required to speak English with sufficient fluency to effectively perform your duties, as required by Section 77-84 of the Immigration Act 2016