

## Role Profile Addendum

<b>Job Title:</b>	Director – Law and Governance (Monitoring Officer)
<b>Role Profile Ref:</b>	EXC005
<b>Role Profile Title:</b>	Director V
<b>Directorate:</b>	Resources
<b>Service area:</b>	Corporate Services Leadership Team

### Specific responsibilities associated with this position

#### Strategic Vision

Lead with initiative, ambition and clarity of vision for a variety of functions and services with a legal, governance, democratic and regulatory focus.

Provide strategic leadership to ensure the governance framework, including the Constitution and democratic decision-making arrangements enable the Council to achieve its objectives effectively, transparently and efficiently

Develop and embed policies and strategies to promote and achieve high standards of probity and ethical standards across the organisation at member and officer level

Direct, lead and foster a high performing culture within the Law & Governance Directorate, embedding a culture which promotes excellence and high expectations, and a drive for continuous improvement, best practice and value for money.

#### Specific Accountabilities

Act as the Council's statutory Monitoring Officer (Local Government and Housing Act 1989) to ensure the Council, its officers and members, maintain the highest standards of conduct and act lawfully and in accordance with the adopted governance and decision-making framework

Provide strategic legal and governance advice at a corporate level in respect of major decisions; statutory obligations and regulatory matters

Ensure the provision of a high-quality legal service to the Council through the in-house team and through commissioning external advice

Lead and manage the following functions:

- Legal Services
- Information Governance
- Democratic and Members Support;
- Mayoralty/Civic
- Elections and Electoral Registration Services
- Registration Services
- Local Land Charges

Maintain, monitor and review the Council's Constitution and decision making framework to ensure it enables effective, transparent and efficient decision making

Provide advice and support to all elected members to enable members to fulfil their ward role and any other role to which they have been appointed by the Council

Ensure all members understand their obligations in respect of registration and declaration of interests, and the Council's Code of Conduct, and to effectively manage the arrangements for dealing with complaints against elected members

Ensure robust performance management exists within the Law & Governance Directorate and drive service improvement, creativity, innovation and new ways of working, and ensure the strategic vision is translated into agreed objectives and operational plans

Operate effectively within a framework of partnerships at a national, sub-regional and local level

Achieve and maintain a high level of staff engagement, motivation and clarity as to roles, responsibilities and lead an effective and empowered workforce

Manage the directorate budget and resources efficiently and develop solutions to achieve effective value for money solutions to financial challenges

Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation

Establish meaningful departmental measures that ensure the continual improvement of the service in alignment with the corporate direction, priorities and values

### **Specific person specification associated with this position**

#### **Qualifications and Experience**

- Significant post qualification experience as a solicitor with evidence of continual professional development
- Up to date knowledge of statutory and legislative framework for the areas of responsibility
- Experience of leading and delivering large and complex organisational and cultural change projects and initiatives, to time and budget, with clear consideration of the legal implications
- Management qualification or equivalent experience
- Substantial experience in both strategic and operational management across a range of services and functions within a large and complex organisation including experience of working within a political organisation which involves day to day relationships with elected members
- Leadership of high-profile innovative projects which have a wide-ranging impact and reputational risk for the Council
- Substantial understanding of the local and national environment context

### **Use this section to identify other requirements for this position.**

#### **For P&R use only:**

Role Profile Addendum reference number: .....

Date saved: .....