

Job Description

For HRU use only	Ref:
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Service	Law and Governance
Service Area and Team	Law and Governance
Post Title	Head of Service (Law and Governance)
Grade	
Reports to	Chief Executive
Responsible for (i.e. employees or equivalent)	Senior Manager Legal Services, Senior Manager Electoral and Democratic Services, Information Governance Manager
Job Purpose	
<ul style="list-style-type: none"> As a member of the Council's Senior Leadership Team, provide strategic, professional and managerial leadership and contribute to the development and delivery of the Council Plan As a member of the Council's Senior Leadership Team to provide leadership and management of specified delegated responsibilities and services in accordance with the Council's Constitution and appropriate legislation To work closely with, performance manage and monitor strategic partners to develop and deliver shared priorities Ensure high quality services which provide value for money and promote commitment to continuous service improvement To ensure appropriate strategies and service plans are in place to ensure delivery of high quality services. 	
Job Content	
<ul style="list-style-type: none"> Provide advice and guidance to the Chief Executive and other members of the Leadership Team on strategic and operational issues facing the area of service responsibility and contribute to the change agenda With the support of the Chief Executive, provide appropriate professional advice and management information to the Elected Mayor, Cabinet and to Elected Members of the Council as required Lead, manage and develop staff within the service and ensure appropriate levels of expertise, skill and capability To develop and implement strategies and policies within the area of responsibility, ensuring that corporate and cross-functional issues are taken into account 	



- To ensure effective performance management and the delivery of agreed targets, service standards and budgets for activities across the portfolio
- To promote internal and external partnerships to maximise service delivery
- To be the Council's Monitoring Officer
- To be the Council's Electoral Registration Officer and Returning Officer
- To be the Council's Senior Responsible Officer for the purposes of the Investigation of Regulatory Powers Act 2000
- To be the Council's Senior Information Risk Owner for the purposes of the Freedom of Information Act 2000, the Data Protection Act and the Environmental Information Regulations
- Lead the development and maintenance of the Authority's governance arrangements
- Act as Proper Officer for the registration of births, deaths and marriages
- Represent the Council on a local, regional, or national basis as appropriate
- Carry out such other duties as appropriate.

Performance standards

- To meet the performance standards outlined within the Council's Behaviour and Skills Framework and Manager's Profile and measured through the Individual Performance Review Process

Working conditions

- The post holder will be required to work with the Elected Mayor, Elected Members and officers in a variety of locations. This will include participating in public meetings and events within and outside the borough and a requirement to work outside normal office hours on a regular basis.
- This post is politically restricted
- To ensure the Council complies with the requirements of the Council's Corporate Equality Scheme, Health & Safety Policy, Financial Regulations and Standing Orders.

Person Specification

Section 1. Job Criteria			
Factor	Essential	Desirable	Assessment means
Skills and Knowledge	<p>Good knowledge of legislation, policies and guidance relevant to all services under control and in particular of procurement and public sector modernisation and ethical governance</p> <p>Highest level leadership and management skills, including management of performance and resources and capacity to empower employees and services</p> <p>Highly developed change management skills and knowledge</p> <p>Strategic management capacity and ability to think strategically</p> <p>High level communication skills, using appropriate media to achieve maximum impact</p> <p>Capacity to work in complex, integrated corporate structure</p>		



	<p>Ability to establish and sustain positive relationships, that generate confidence and collaborative working with Elected Mayor, Elected Members, managers and other partners and stakeholders</p> <p>Capacity to manage in a pressured environment and manage changing and competing priorities</p>		
Qualifications and Training	Qualified Solicitor		
Experience	<p>Consistent achievement and successful senior management in a large, complex organisation</p> <p>Direct, successful management experience in principal areas of responsibility and knowledge of the purpose and operations of all areas</p> <p>Successful track record of establishing and developing services using a performance management culture and demonstrating continuous improvement</p> <p>Working in a complex political environment, provision of clear balanced advice and guidance</p>	<p>Advisor at 'board' level and track record of building successful partnerships and relationships at this level and across other organisations</p> <p>Acting as Monitoring Officer</p>	

	<p>Leadership of major, complex projects to successful delivery</p> <p>Business and resource planning and delivery of successful outcomes</p> <p>Management of risk and quality assurance</p>		
Special Requirements	<p>Committed to high quality public services and local democracy</p> <p>Committed to probity, honesty and openness</p> <p>Copes effectively with uncertainty</p> <p>Commands respect, has presence and is personally credible to diverse groups</p> <p>Energetic and personally resilient, works well under pressure</p> <p>Shrewd and creative, lateral thinker</p> <p>Committed to equality and fairness</p>		

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