

JOB PROFILE

Job Title:	Director – Governance
Service Area:	Governance
Grade:	14
Reporting Manager:	Chief Executive
Direct reports:	Service Managers for the following: <ul style="list-style-type: none">- Legal Services- Democratic Services- Policy & Safeguarding

Job summary:

To be the Council's Chief Legal adviser, undertaking a full, varied, complex and challenging case load, advising on administrative and public law, policies and procedures across the Council. As the Council's Monitoring Officer to ensure probity, good governance and observance of ethical standards, maintenance of the Council's Constitution, advice to District and Parish Councillors on the Code of Conduct and related issues, investigation of breaches of the Code of Conduct and provision of legal advice to Councillors and officers.

To act as the Council's Deputy Returning Officer and Deputy Electoral Registration Officer. Responsible for the overall management and operation of the service areas specified above and undertake Proper Officer functions or others as constitutionally delegated.

To provide a cost-effective service appropriate to the needs of the community, ensuring the Council adheres to relevant legislation, providing a responsive and efficient service and supporting the vision of the Council.

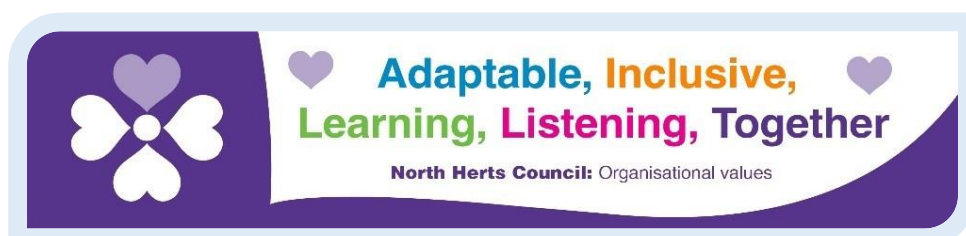
Key responsibilities:

To have operational management of the Directorate to ensure an efficient, effective and customer focused casework and advice service and delivery of best practice in corporate governance across the Council.

Interpreting administrative and public law as it applies across the Council to ensure that all required policies, strategies and plans are developed to meet best practice and deliver the Council's strategic objectives.

To personally undertake the role of the Council's Monitoring Officer namely:-

- Maintaining the Council's Constitution.
- Ensuring lawfulness and fairness of decision making in consultation with the Head of Paid Service and the Chief Finance Officer.
- Supporting the Standards Committee.
- Advising District and Parish Councillors on the Code of Conduct and all related issues.
- Conducting investigations into matters referred by Standards Committee.



- f) Reporting on cases of maladministration or injustice found by the Local Ombudsman.
- g) Advising whether Cabinet decisions are within the budget and policy framework.
- h) Providing advice to all Councillors on the scope of powers and the authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues.
- i) Involvement with cases of Maladministration and undertaking related Monitoring functions.

To attend and contribute to such corporate groups as required to ensure the effective governance of the Council.

To be responsible for authorising/ authorising officers to institute and settle legal proceedings on behalf of the Council and undertaking a full, varied, challenging and complex caseload of legal work including advising, drafting, advocacy and instruction of Counsel as required in relation to all and any legal advice the Council requires from time to time.

To authorise officers of the Council to appear as advocates in the Courts.

To attend and advise meetings of the Council and Committees.

To act as the Council's Senior Responsible Officer for the purposes of the Regulation of Investigatory Powers Act.

To undertake special assignments as necessary to deliver on Council / Service objectives.

To oversee the development of SMART performance targets and supporting information for the team in line with statutory requirements and locally agreed performance measurement and to ensure that there is continuous improvement to meet and exceed targets.

To provide supportive management to coach, develop and motivate staff and empower them to deliver high quality services and contribute to the achievement of Council priorities.

Political restrictions

This post is subject to political restriction, which is divided into two categories and relates to the post holder duties:

- Specified posts, statutory posts as well as 'deputy chief officers'
- Sensitive posts, which meet one or both of the following related criteria,
 - Giving advice on a regular basis to the Council itself, to any committee or sub-committee of the Council or any joint committee on which the Council are represented, or where the Council are operating executive arrangements, to the executive of the Council; to any committee of that executive, or to any member of that executive who is a member of the Council;
 - Speaking on behalf of the Council on a regular basis to journalists or broadcasters.

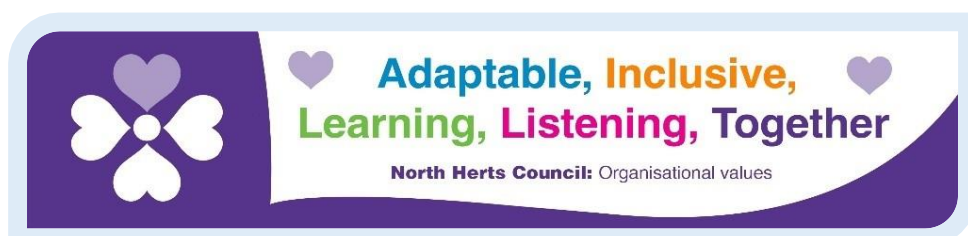
Both of the above apply to this post. The postholder must therefore be aware that in accepting this post, they are required to confirm that they will conform to these political restrictions and that they will be included as conditions of their formal contract of employment with the Council.

Please follow this link to read your general responsibilities:

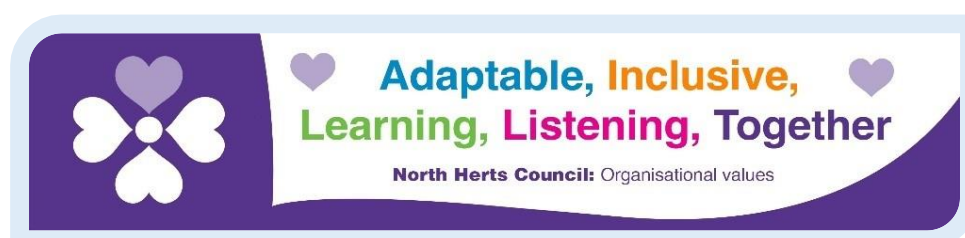
[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](https://www.north-herts.gov.uk/employees/general-responsibilities)

Key Requirements:

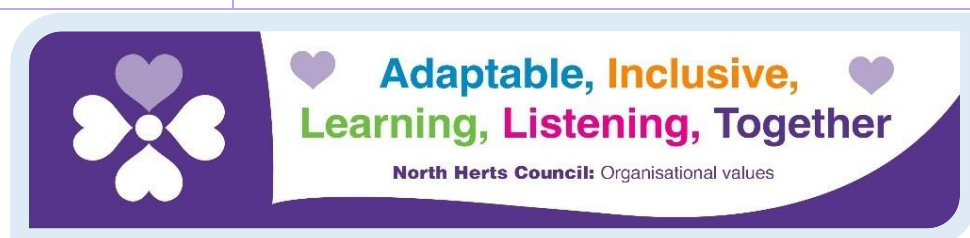
Essential
desirable



Qualifications:	Qualified Solicitor or Barrister.	E
	A degree or equivalent in a relevant subject	E
	Extensive post qualification practice.	E
	Current practising certificate.	E
	Management training and/or experience	D
	Evidence of Continued Professional Development	E
Job related experience & knowledge:	Experience of effective management of team of mixed ability/qualifications including prioritisation of team's workload.	E
	Track record of delivery of high-quality services.	E
	Flexible and proactive service delivery.	E
	Experience of advising in senior capacity to Chief Officer's/ Directors and Members.	E
	Experience in using resources and budgets.	E
	Political skills and sensitivity.	E
	High level of legal expertise and sound knowledge of local authority environment and law.	E
	Knowledge of the national legislative and policy agenda facing local government.	E
	Knowledge of the legal framework relating to ethical standards and the duties of the Monitoring Officer and the ability to apply that knowledge.	E
	The leadership and track record to gain the commitment of staff and to motivate them to work co-operatively and flexibly.	E
	Experience of presenting and advising at Committee.	E
	A record of achievement and innovation in a related field to this post.	E
	IT literate with experience of utilising IT solutions to improve efficiency of service delivery.	E
	Understanding of budgetary control, financial management and experience of operating these.	E
	Demonstrable formal and/or informal advocacy experience.	D
	Knowledge and understanding of the requirements of the Regulatory Powers Act 2000 and relevant Senior Responsible Officer requirements.	D



Skills & attributes required for the role:	Ability to build, motivate and maintain a team through change and improvement.	E
	Ability to draft agreements, reports, legal documents, briefs to Counsel and advise on same.	E
	The interpersonal and communication skills necessary to gain and sustain the confidence and commitment of service users and partners to the work of the section and the Council. Ability to develop effective liaison arrangements within the Service, across the Council and with external agencies.	E
	Leadership skills that motivate and inspire staff.	E
	Effective presentation and negotiation skills.	E
	Excellent written and oral communication skills with experience of writing clear, concise and accurate reports for senior managers and Members.	E
	Ability to recruit, develop, train, appraise and manage staff at a senior level.	E
	Ability to develop effective liaison arrangements within the Directorate, across the Council and with external agencies.	E
	Analytical skills to convert strategic management issues into practical implementation.	E
	Ability to produce practical and creative solutions to meet business objectives.	E
	Ability to operate effectively under pressure and to the highest professional standards.	E
	Confident in conversing in fluent English which is sufficient to fulfil all aspects of the role.	E
	Litigation and contracts experience	D
	Broader legal knowledge for example related to access to information and governance.	D
	Knowledge of electoral law.	D
	Successful partnership working.	D
Other:	Ability to promote the organisation's Values and Behaviours through your leadership.	E
	Ability to work effectively as part of a senior level management team.	E
	Ability to promote the image of the Directorate through articulate and confident approach.	E



	This post is subject to a satisfactory Basic check with the Disclosure and Barring Service and is exempt from the Rehabilitation of Offenders' Act.	E
	Ability to work unsociable hours.	E
	Commitment, drive and enthusiasm.	E
	Full driving licence and vehicle available for work use.	D

*E = Essential D = Desirable

Signed.....Employee

Date.....

