

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

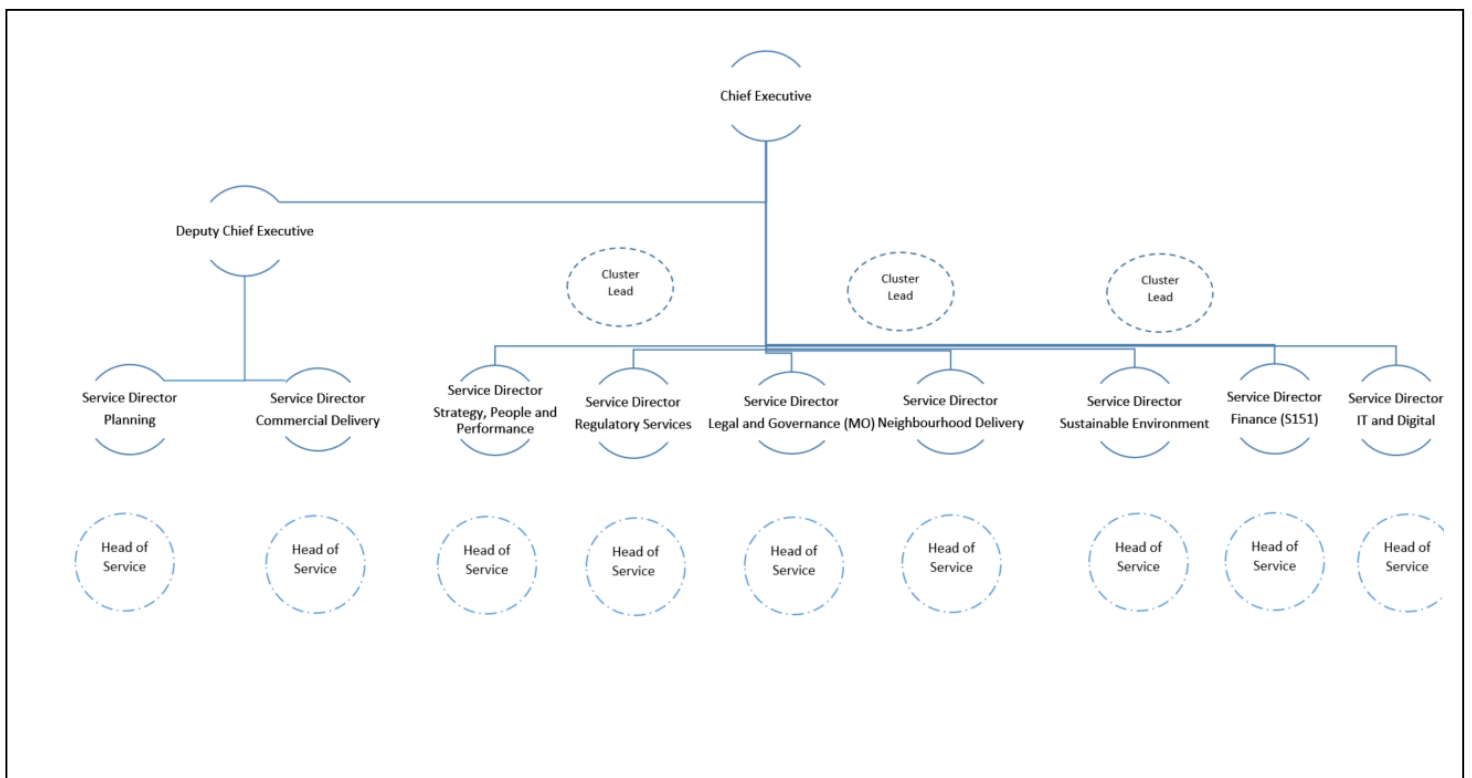


JOB DESCRIPTION

One Council, One Borough.

Achievement	Empowering and enabling our staff	Working Together
Performing well and getting things done	People First	Shared Goals

Job Title:	Service Director Legal and Governance	Grade:	SD
Directorate:	Chief Executive	Service:	Legal and governance
Date of Issue:	May 2023		
Responsible to:	Chief Executive		
Responsible for staff or equipment:	Business Managers within own service		



Main Purpose of Job:

To work as part of a collective leadership model to take joint responsibility for the overall direction, performance, corporate management and governance of the council. To represent and promote the Borough within the community and more widely; working with partners, networks and neighbours to achieve Council priorities.

On a rotational basis to act as lead for the designated management cluster; to represent the council at civil and officer led events (including cabinet, full council and scrutiny committees) with the purpose of providing clear and focussed advice, leadership and solutions.

To take responsibility for ensuring compliance against strategic, financial, legal and statutory aims and ensure that the vision and council plan is understood across direct areas of operational responsibility.

With regard and engagement of relevant stakeholders; to interpret the Council Priorities and develop and deliver a synergised service strategy which focusses on achievement of targeted and measurable outcomes.

In doing so, the Service Director will role model the leadership competencies and values of the organisation, empowering staff within their service. Owning and achieving the relevant and desired outcomes and evidencing success through engagement with the performance framework. To act collaboratively, respecting and learning from peers and colleagues in driving forward continuous improvement and shaping high performing teams.

To manage a specific portfolio of services, activities and functions to high standards as designated by operational area; acting as the subject matter expert on policy and best practice within that area. To be responsible for setting direction for the service in line with Council and corporate plans, as well as managing and measuring achievements and results.

Main Tasks/Duties/Responsibilities

1. Work collaboratively with the Chief Executive and peers to ensure corporate success
2. On rotation; to represent the Council at key events, committees, consultations and partnership programmes
3. Work across business areas to develop aligned and agile service strategies which ensure delivery of key outputs and performance indicators. To review and measure achievement of performance metrics against strategic performance
4. To drive financial stability by fostering positive relationships with political members which ensure a culture of confidence and performance across the council. Developing and managing short and long term expenditure plans, and where appropriate, commercial initiatives. Embedding the importance of sound financial awareness within own areas of responsibility
5. To ensure compliance with governance and technical requirements of the organisation.
6. To form positive and mutually beneficial relationships with partner organisations to support delivery of the Council Plan
7. To contribute to and role model the cultural goals of the NULBC
8. To lead on the overall risk and audit requirements for the area of service delivery and ensure these areas of responsibility are managed within the service area plan and in wider corporate plans where necessary
9. To foster positive relationships with political members which ensures a culture of confidence and performance
10. To be a critical friend to peers; contributing to a positive culture of challenge and excellence.

Service Specific Responsibilities

- Act as the council's principle legal advisor and discharge the statutory duties of the Monitoring Officer, ensuring that the Council fulfils its lawful obligations
- Have overall responsibility for Legal Services, Elections, Democratic Services and Information Governance Functions and procurement, contracts risk and insurance and exec/corporate support team.
- In collaboration with the Returning Officer, ensure that the Elections team have the necessary skills and resources to prepare and maintain the Register of Electors and administer all elections in accordance with requirements and guidance from the Electoral Commission
- Ensure governance and probity arrangements are in place for the Council's complaints and information functions and have responsibility for Local Government Ombudsman and Information Commissioner complaints on behalf of the Council.
- As Monitoring Officer, deal with any standards issues and complaints against members under the Members Code of Conduct including providing training and guidance on the requirements of the Code as necessary.

Statutory Duties

Monitoring Officer/Senior Information Risk Owner

Occasional Duties

Requirement to take a specified role as part of Civil Contingencies and Business Continuity.

General

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
2. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
3. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
4. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
5. To be aware of and adhere to the Council's Equal Opportunities Policy.
6. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Equality Act).
7. To be familiar with the obligations and requirements of the council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.

This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.

Classification: NULBC **UNCLASSIFIED**

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PERSON SPECIFICATION
Job Title: Service Director for Legal and Governance

FACTOR	CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
FORMAL ACADEMIC QUALIFICATION	Professional qualification as related to specific service area supported by significant relevant operational experience	x		
	Post Graduate qualification in relevant discipline		x	
	Admitted Solicitor, Barrister or Chartered Legal Executive	x		
	A management qualification or completion of a recognised management development programme.	x		
LEADERSHIP COMPETENCE AND EXPERIENCE	Experience at a senior management level, and awareness of issues, including new legislation which may have an impact on Newcastle Borough Council	X		
	Significant track record of developing and delivering medium to long term strategies and plans that support high quality, value for money and cost-effective integrated services.	X		
	Experience of working at a senior level participating in strategic and policy decision making.	X		
	Experience of working collaboratively and creatively with internal and external partners	X		
	Experience of working directly with elected members, negotiating, influencing and collaborating.	X		
	Ability to instil a sense of purpose, clarity and unity within teams	X		
	Ability to support people to achieve their capability through positive, collaborative and compassionate leadership	X		
	Ability to give and receive constructive professional challenge in order to drive forward performance and positivity	X		
	Role model of principles of inclusivity. Celebrate the influence and vitality of diversity and challenge / educate where this is not modelled by others.	X		
	Experience at a leadership level within a local government organisation	X		

FACTOR	CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
TECHNICAL COMPETENCE	Broad corporate governance knowledge including compliance and risk management	x		
	Well-developed technical and professional knowledge of local government and the context in which it operates including regulatory and governance requirements and understanding of national policies, statutory requirements, relevant frameworks and accountabilities.	x		
	Ability to influence on an operational and strategic level.	x		
SPECIAL CONDITIONS	To be able to work evening and weekends when the work demands, in order to meet statutory deadlines	x		
HEALTH AND SAFETY	Achievement or willing to achieve IOSH Leading Safely and to take a corporate role in ensuring compliance and best practice	x		
VALUES	Ensure own understanding of our values and support them to be understood and embedded across the organisation	x		
	<p>Key:</p> <p>A = Application I = Interview and /or Test D = Documentation</p>			