

# Role Profile

<b>Job Title</b>	Director of Legal and Governance (Monitoring Officer)	<b>Job Ref</b>	
<b>Team</b>	Resources and Investment	<b>Grade</b>	
<b>Reporting to</b>	<i>Executive Director Resources &amp; Investment</i>	<b>Date last revised:</b>	

**Role Purpose** (2-3 sentences to capture the reason why the role exists/purpose of the role)

To be the lead advisor to the MCA for all legal, procurement and governance issues to ensure appropriate governance, constitutional and legislative compliance is in place to protect the organisation.

Also holds the statutory duties of Monitoring Officer, with a duty to ensure high standards of conduct and lawfulness in the MCA’s decision making and Data Protection Officer.

With the Chief Financial Officer supports the design and management of commercial activity and the governance arrangements of the MCA’s Group structure.

**Principal Accountabilities** (list 8 – 10 key responsibilities in order of importance)

- Provide expert legal advice and guidance on a range of issues relevant to the MCA (including complex contracting and partnership arrangements, and regulatory and statutory compliance requirements), making professional recommendations about a course of action to protect the organisation from legal and contractual risks appropriately, and ensure legal compliance.
- Provide advice on constitutional arrangements and governance, including providing procedural guidance at all stages of MCA decision making, to ensure the organisation has fit-for-purpose corporate governance arrangements with which it complies.
- Undertake the statutory duties of Monitoring Officer. This entails considering specific issues of conduct and lawfulness of decision making within the prescribed framework and precedents, and reporting on and making recommendations about matters that might be illegal or amount to maladministration.

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Direct the legal, governance and procurement teams, providing clear objectives and shaping the approach to deliver efficient and high-quality support.
Develop operating procedures for the teams that deliver improvements on current practice and effectiveness, so that function is efficient.
Establish and maintain effective and constructive professional relationships with a range of internal and external stakeholders, influencing and negotiating with partners to generate consensus, commitment, and agreement on legal, contractual and governance issues.
Lead on the development of appropriate governance to ensure an appropriate and proportionate risk management culture is embedded in the organisation and ensure an effective and efficient decision-making framework is in place that delegates authority and empowers decision making appropriately.
Develop, direct and oversee the Democratic services function in the organisation, ensuring that it is developed to deliver support for the democratic process aimed at contributing to the promotion of local democracy, openness, and accountability.
Act as the Data Protection Officer for the Organisation and lead on the development of appropriate Information governance procedures to ensure the organisation manages personal and other data in compliance with data protection and freedom of information legislation.
Develop and direct a Health and Safety advisory function to ensure that the Organisation develops a culture of safety and develops and monitors compliance with appropriate policies and standards.
Undertake any other duties commensurate with the role as requested by management.

Knowledge required for this role covering qualifications, experience, and skills	
<u>Key</u>	E/D
E = Essential / D = Desirable	
Qualified Solicitor, with significant post-qualification experience.	
Comprehensive knowledge of the legislative and statutory frameworks relevant to the MCA.	
Thorough knowledge of the MCA’s constitution and governance mechanisms.	

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Thorough knowledge of the statutory duties relevant to the role of Monitoring Officer.	
Substantial experience of leading legal services in a complex public sector organisation.	
Substantial experience of legal services in the context of complex contracting and partnerships.	
Experience of leading and managing a professional team.	
Ability to provide influence through professional advice and expertise.	
Ability to build professional relationships with a range of stakeholders.	

## About the Role – SYMCA’s Behaviours

Collaboration	<ul style="list-style-type: none"> <li>• We nurture a supportive environment where new ideas are welcomed</li> <li>• We are stronger when we work together as one team</li> <li>• We actively engage with colleagues, stakeholders, and partners</li> <li>• We manage expectations and communicate our intentions and needs effectively</li> </ul>
Integrity	<ul style="list-style-type: none"> <li>• We are an ethical, transparent, and inclusive organisation</li> <li>• We endeavour to reduce inequalities in South Yorkshire</li> <li>• We strive to do the right thing</li> <li>• We have a respectful environment where unethical behaviour can be challenged</li> </ul>
Ambition	<ul style="list-style-type: none"> <li>• We aim for innovation, adapting to changing circumstances</li> <li>• We work together towards common goals, overcoming barriers</li> <li>• We are passionate and strive for excellence, with a relentless focus on delivery</li> <li>• We shout about our successes internally and externally</li> </ul>
Accountability	<ul style="list-style-type: none"> <li>• We take pride in our role and are publicly responsible for our results</li> <li>• We are a community and businesses-focused organisation</li> <li>• We listen to feedback, working to solve problems</li> </ul>

# Role Profile

- We offer a safe space to own our successes, mistakes, and setbacks

## Approvals

Colleague  
name:

Signature:

Date:

Line  
Manager  
name:

Signature:

Date: