

Post Title: Strategic Director of Legal and Governance (Monitoring Officer)

**Grade: Strategic Director**

# Job Purpose – Vision & Strategy

Reporting into the Chief Executive, the post holder will develop, influence, and lead organisational decision making and governance that enables the Council to lawfully deliver its objectives and priorities.

To act as the Council’s Monitoring Officer under Section 5 of the Local Government Act, ensuring the proper conduct of the Council’s affairs, and to be the Chief Legal Advisor to the Council across all parts of the decision-making process

Lead the Council’s Legal and Governance Directorate, providing leadership and direction across all aspects of Legal Services, Electoral Services, Information Governance, Governance Service, Emergency Planning and Health & Safety functions, including overseeing relationships with Members, traded services, and key partners, including HM Coroner.

* Act as the professional lead on all matters within their portfolio of responsibility including:

* Creating and driving the vision and strategic direction for the Legal & Governance directorate, leading performance improvement to ensure a continuously high performing and improving service
* Ensuring that the Council has effective arrangements for corporate governance and decision-making that demonstrate sector best practice
* Ensuring that the Council proactively responds to new legislation and has sufficient arrangements in place to discharge its statutory obligations
* Ensuring that the Council responds appropriately to the findings of Independent Review bodies, including Public Inquiries
* Delivery of a collaborative Democratic Services function capable of enabling Members to effectively fulfill their democratic functions
* Ensuring fit for purpose systems and processes are in place to support efficient and effective governance and decision making
* Provision of the highest level of advice and thought leadership to influence and embed robust governance and compliance
* Lead and promote the Council’s vision, values, aims, objectives and priorities to partners, national and local stakeholders, employees, and Nottingham’s citizens.
* Lead the development of new ways of working in collaboration with other enabling services to optimise efficiency opportunities
* Exemplify the Council’s values and behaviours to help build a sustainable, highly effective organisation and develop our reputation as a successful council delivering great value for its residents.
* Epitomise visible, supportive leadership that positively influences others and establishes high levels of trust, shared purpose and motivation

# Strategic Leadership Behaviour Expectations

As a strategic leader and senior officer, you will be expected to demonstrate our core

behaviours (*Please refer to the leadership expectations booklet)*:-

* **Leading People:** by building high performing teams, empowering and motivating others and being a role model for the organisation and its values.
* **Equality Diversity & Inclusion:** To create and embed an organisation culture of respect and inclusivity in the services we provide and in the workforce that we engage. Ensure EDI implications are considered in decision making associated with changes to service/policies/practices.
* **Change & Innovation:** by leading and driving a culture of change and continuous improvement, exploring new and innovative ways to design and deliver services.
* **Collaboration:** by working across boundaries, building relationships, effective partnerships and creating joined up services to deliver the best outcomes for the people of our city.

# Specific Duties

1. To provide visible and strategic leadership, direction, robust management and decision making to the Legal and Governance Directorate, including the following service areas;
   1. Legal Services
   2. Electoral Services
   3. Governance Services(Committees)
   4. Emergency Management
   5. Corporate Health and Safety
   6. Information Governance
2. To set long term strategy that contributes to the Council’s vision, policy and direction, and the role that the Legal and Governance Directorate can play. Ensure that strong working relationships are developed by giving robust professional advice, speaking truth to power, and communicating policy and direction.
3. To act as NCC’s professional legal and governance lead on all appropriate service issues to deliver a high quality service, excellent levels of performance and innovation in service delivery.
4. To demonstrate visible leadership in promoting and embedding Equality, Diversity and Inclusion through all actions and in accordance with the organisation's EDI Strategy and objectives.
5. To provide inspirational leadership, driving customer focused service delivery, embedding a culture of change, continuous improvement and excellent people engagement and management
6. To provide strategic advice and critical challenge to Councillors and the Corporate Leadership Team, identifying opportunities and practical options for improvement, enabling the delivery of a stronger, more efficient, effective and streamlined Council that will deliver high performing services to the residents, businesses and customers of Nottingham and ensure the Council makes robust lawful decisions that protect the integrity and reputation of the Council
7. Champion and exemplify the principles of good governance in the leadership, planning and management of the division. Demonstrate effective decision making using a risk based approach tand work professionally with elected members within the Local Government framework and democratic process of the Council.
8. To design, develop, lead and implement effective change initiatives to support the overall direction of the council and the continuous improvement of services.
9. To ensure effective financial planning and leadership, budget management and control across all services across the division to support the development and delivery of the Council’s medium-term financial plan and ensure effective arrangements for procurement and commissioning.
10. To ensure effective management of risk, business continuity, health and safety and emergency planning preparedness across the division.
11. To drive performance and a best value focused ethos which concentrates on the delivery and continuous improvement of effective services to residents and customers.
12. To be responsible for the delivery of an effective division, including horizon scanning and forward planning, which meets the needs of our citizens, achieved through effective customer engagement.
13. To oversee evolution and implementation of a revised Member/Officer protocol to support culture change across the Council, embedding a focus on accountability, personal ownership of a ‘One Council’ approach , underpinned with a collective confidence to ‘speak truth to power’
14. To be responsible for the management and development of the Council’s Constitution, ensuring the Council appropriately manages risks and conducts business appropriately.
15. To attend Full Council to advise on constitutional and legal issues arising and to attend any other Committees, Boards or Working Groups as appropriate.

**This is a politically restricted post under the provision of Section 2(1) (c) of the Local Government Housing Act 1989**

All senior leaders are expected to:

* Undertake any other duties allocated by the Chief Executive or Corporate Director
* Work outside of normal office hours where required
* Participate on an on-call Emergency Response rota if required
* Travel within and outside the city’s boundaries when required.

## Person Specification: Strategic Director of HR & EDI

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| AREA OF RESPONSIBILITY | **REQUIREMENT** | | **MEASUREMENT** | | | |
| **A** | | **AC** | **D** |
| **Vision, Strategy and Delivery** | Significant experience as a senior leader in a large and complex organisation with comparable scope, responsibilities, budget and resources. | |  | |  |  |
| Evidence of a successful track-record of creating compelling visions and successfully translating clear goals and objectives to deliver outcomes that make a positive difference. | |  | |  |  |
| Evidence of legal, financial and commercial awareness with strong analytical skills and a creative approach to problem solving. | |  | |  |  |
| **Leading**  **People** | Evidence of successfully leading and motivating people and cultivating a culture that creates high performing people and services. | |  | |  |  |
| Evidence of planning for the future delivery of services, including the effective workforce planning for capacity and capability challenges. | |  | |  |  |
| **Equality, Diversity and Inclusion** | Demonstrating a strategic understanding of equality, diversity and inclusion at every level and demonstrative experience in tried and tested methods to develop inclusive services within strategic partnerships. | |  | |  |  |
| Evidence of leading people and services to recognise, respect and value individual needs to achieve a culture of inclusivity. | |  | |  |  |
| **Change and Innovation** | Evidence of leading major change programmes in a large diverse organisation, effectively engaging stakeholders | |  | |  |  |
| Evidence of successful creation of innovative service delivery models that continue to provide efficient and effective services | |  | |  |  |
| Evidence of implementing rigorous project management approaches to ensure the best use or resources. | |  | |  |  |
| **Collaboration** | Evidence of achieving successful partnership working with a variety of communities, partner organisations, private sector providers, Government, public agencies and statutory authorities. | |  | |  |  |
| Evidence of operating effectively and openly within the democratic process with the political acumen and skills to develop productive working relationships with Councillors that commands respect, trust and confidence. | |  | |  |  |
| **Role related requirements** | Significant experience of managing Legal and Governance services at a senior level in a comparable public sector organisation and a track record of successful achievement | |  | |  |  |
| Demonstrable expert knowledge of best practice and thought leadership applicable to local government law and governance, supported by strong analytical skills and evidence of an aptitude for offering creative solutions to complex problems | |  | |  |  |
|  | Demonstrable ability to convey complex information and legal arguments clearly to a wide range of audiences | |  | |  |  |
|  | Practical experience of local government democratic  processes and an understanding of managing effective and efficient local, national and regional elections, including referenda | |  | |  |  |
|  | Demonstrable experience of political literacy and a proven track record of managing complex interactions with politicians | |  | |  |  |
|  | Ability to challenge at the most senior level the use of resources (people and finances) with a ‘best value’ approach | |  | |  |  |
| **Qualifications and CPD** | Qualified solicitor holding the Law society’s legal practicing certificate (England & Wales) | |  | |  |  |
| **A - Application** | **AC – Assessment Centre** | **D – Documentary Evidence** | |