

Job Profile

Assistant Director Governance (and Monitoring Officer)

Overview	
Post No.	
Grade	
Directorate	Resources & Organisational Development
Service Area	Governance
Reporting to	Director of Resources and Organisational Development

The Job
<p>Implement Council strategies and operational plans, achieving targets in line with Service & Corporate Plans in their respective portfolio. Accountable for service improvement and service redesign.</p> <p>Implement those strategies with a strong understanding of multidisciplinary impacts on the organisation and by demonstrating, promoting, and enabling collaboration with peers, the leadership family, Members, and external stakeholders.</p> <p>Decision-making responsibilities cover high level operational planning and resource management for strategy implementation and decisions (including financial matters) which have a direct impact on their services. Decisions are informed by the advice of Tier 4 and Tier 5 managers and guidance or direction from Tier 1 & 2, with management discretion as authorised.</p> <p>In addition to line management of immediate staff, there is an impact on related service areas due to responsibility for advising on high level operational decisions and collaborating with other managers for service delivery.</p> <p>Support the Chief Executive and the Directors with managing Member relationships and deputise for the Directors whenever required. There is a requirement to exercise high levels of political acumen to perform this aspect of their role independently.</p>

Leadership
<p>This is a key Council leadership position that shapes leadership standards and coaches/develops other leaders, especially operational managers. The focus is more on internal affairs, specifically across the leadership family and their portfolio.</p> <p>Act as a sponsor for corporate programmes or initiatives, and model, promote and enable other managers to exercise our Key Council Behaviours and to drive improvements in Council service delivery consistent with our vision for a positive customer centred culture. Promote a respectful and positive wellbeing culture that contributes to employees feeling engaged, valued and productive. Demonstrate and encourage consistent, open, honest, and visible leadership to achieve Council objectives.</p> <p>Set clear expectations for staff and regularly review performance and progress toward outcomes, providing honest and constructive feedback. Ensure all employees are enabled with tools, support, opportunities and rewards to motivate them to achieve corporate plan outcomes.</p> <p>Act as a critical friend to staff, especially peers, demonstrating effective collaboration</p>

Key Relationships
<p>You will need to develop and maintain effective communication lines across all levels of the Council.</p> <p>Impact is realised by service delivery through engagement across their service portfolio and related service areas within the Council, and through external relationships (partners, agencies, organisations).</p> <p>The Assistant Director facilitates the ongoing management of a portfolio of services and development of productive and positive relationships.</p>

Outcomes are achieved by effectively navigating corporate and political relationships based on trust and credibility in an always challenging and changing landscape.

On a day-to-day basis, promote and manage effective relationships with peers, external partners, stakeholders, and community groups.

Support relevant portfolio holder(s) and support the management of the Member/Cabinet relationships when required.

Internal Relationships	External Relationships
Management Team	Service Users
Assistant Directors	Peers and Network Groups
Heads of Service	Operational staff across public/third-sector bodies
Service Staff	Commercial and Community Groups
Working and Steering Groups	Other interested Groups and Key Stakeholders
Elected Members	Government Departments
Portfolio Holders	Parish and Town Councils
Opposition Groups	
Ward Members	
Scrutiny Members	

Standard Accountability Statements

Health & Safety and Risk:

The Assistant Director ensures their direct reports know and advocate the Council’s Health and Safety Policy and takes such steps as are reasonably practicable for personal and collective health and safety for the portfolio of services under their control.

Responsible for ensuring their direct reports identify operational risk factors that might compromise achievement of key objectives or performance and put in place solutions to ensure safe service delivery.

Responsible for seeking specialist advice to integrate good health and safety management into Council decisions. Their role is key in the delivery of Council services and programmes.

Equality & Diversity:

You will have a responsibility under the Public Sector Equality Duty for managing diversity and inclusion initiatives within the scope of your management responsibilities. This includes the promotion of the Council policies and procedures relating to equality and diversity in the workplace, provision of services and resolving any equality grievances that are raised.

Learning & Development:

Through effective management, you will drive and promote a culture of ongoing learning and development. In addition to managing learning and development for your direct reports, you will be responsible for overseeing the completion of your service areas’ performance reviews and employee development planning, making sure that all identified areas of development are addressed appropriately.

For the purposes of ongoing development, there is an individual responsibility to continue your own learning and development and to maintain up-to-date records of achievement and attendance as required.

Competencies

Political acumen: Strong political acumen including a practical understanding of the tiers of government, and capability to engage with Members’, interact with committees, commercial and community partners, and make optimal use of consultation channels for local government authority decision making. The Assistant Director needs to act with political intelligence, and they need to demonstrate local government

expertise to represent the Council in community/public forums and political competence in public discussions within the remit of their position.

Knowledge: Broad, multidisciplinary knowledge across the organisation is required in terms of contribution to planning and strategy implementation and managerial skills for the integration of multiple service areas and functions delivery. They will encourage and enable knowledge sharing across the organisation and with Council partners.

Creative Thinking: They exercise creative and collaborative thinking and apply problem solving to influence Council service decisions to improve end-to-end processes and customers experience. They focus on their services' portfolio to overcome implementation challenges and achieve strategic outcomes, guided by the Chief Executive and Directors.

They provide managerial direction, based on Council policy and procedures, with some management discretion.

Policy Direction: They are an active advisor in the development and management of policy within the Council. They have a critical role in monitoring and managing policy compliance with internal policy and procedures. Customer satisfaction is central to the purpose of the Council and the Assistant Director provides policy direction with customer satisfaction at the heart of all decisions.

Main Duties & Responsibilities

Your main duties include but will not be limited to:

1. Support Management Team in delivering the Council's objectives and priorities.
2. With the Chief Executive or relevant Director, give advice to Council on strategy setting and implementation, consulted for relevant strategy and policy developments.
3. Contribute to the formulation of the Council's budget and corporate plan and deliver the service within budget.
4. Provide professional and policy advice to relevant portfolio holders and Members.
5. Build effective working relationships with partners and represent the Council at County and Regional service-related meetings.
6. Implement Business Continuity and Emergency Plan events and redirect resources where necessary.
7. Discharge the responsibilities required under Sections 5 and 5A of the Local Government and Housing Act 1989; (LGHA 89) as the Monitoring Officer to the Council.
8. To provide legal advice to the Chief Executive, Senior Managers and Members of the Council. Provide guidance to the Council in connection with the Freedom of Information Act, Data protection Act and Environmental Information Regulations and assist in the provision of training.
9. Monitoring Officer (MO) and principal legal advisor across the Council (Fulfil the role of Solicitor to the Council) and potential Returning Officer for elections.
10. Responsible for management and retention of relevant accreditations (e.g. Lexcel).
11. Discharge the duties required as the statutory registering authority for Local Land Charges on behalf of the Council.
12. Undertake such other reasonable and relevant duties as the Chief Executive or relevant Director may require.

Professional and Personal Attributes	
Qualifications Educational and Professional	<p>Fully qualified Solicitor, Barrister or Chartered Legal Executive/Relevant professional qualification.</p> <p>Membership of other relevant professional bodies</p>
Knowledge	<p>Proven knowledge of local government statutory framework and relevant current and emerging legislation, guidance and best practice.</p> <p>Understanding and success of service re-design to improve efficiency, productivity, performance management and customer service</p>
Business Skills	<p>Proof of the following being applied in current/previous roles:</p> <ul style="list-style-type: none"> • Proven management experience in the main service area. • In depth expertise and operational experience in the main service area. • Experience in creative thinking that engages peers to improve Council service delivery to customers. • Significant experience of presenting to Members and other groups. Proven record of ensuring high customer services standards and supporting automation and self-service. • Successful track record in establishing, developing, and maintaining effective relationships with external organisations, stakeholders, and businesses. • Evidence of working in an environment of continuous improvement based on the success of cross-service support and collaboration.
Political Skills	<p>Political acumen demonstrated capacity for operational management within a Council's political framework in which political, community and public stakeholders are engaged.</p> <p>Practical understanding of the tiers of government and political intelligence within the remit of their position.</p> <p>Significant experience of and success in working in a political environment and alongside elected Members.</p>
Leadership Skills	<p>Ability to support senior manager in their engagement with Members.</p> <p>Ability to understand and reflect on political context in respect of Council operational decisions and motivate your team to deliver service outcomes.</p> <p>Able to coach, mentor and develop other staff.</p> <p>Ability to proactively manage policy administration and compliance.</p>
Personal Attributes	<p>Ability to exercise creative and collaborative thinking and apply problem solving to inform service decisions and improve service delivery to customers.</p> <p>Ability to prepare and manage a project timetable and manage staff and consultants to achieve this.</p> <p>Ability to understand and leverage modern digital approaches to improve service delivery.</p>

	<p>Ability to work on own initiative and manage own workload.</p> <p>Ambitious, creative, and open minded.</p> <p>Able to command respect from staff, peers, and politicians.</p> <p>High level of personal integrity.</p> <p>Commitment to own personal development and a desire to experience new challenges and opportunities to grow.</p> <p>Promotes wellbeing of colleagues and residents.</p> <p>Able to collaborate and communicate openly and be approachable and fair.</p> <p>Encourage open and transparent communication.</p> <p>Able to challenge constructively and listen to others.</p>
Other	<p>The Grade for this post is determined by Job Evaluation</p> <p>The Local Democracy, Economic Development and Construction Act 2009 outlines the approach to identifying posts which are politically restricted under Section 2 of the Local Government and Housing Act 1989 (LGHA). This post is so restricted as a specified post. Specified posts are automatically subject to restrictions on public political activity and as such, there is no right of appeal.</p> <p>By the nature of this post the hours of work must be flexible, and may, on occasion, be in excess of those normally laid down. Occasional evening work and other work outside of “normal office hours” forms an integral part of the job, and this has been considered when determining the salary for the job.</p>

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not meant to be a detailed list of all duties and responsibilities which may be required. It will be supplemented and further defined by objectives set at appropriate times, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed