

Welwyn Hatfield Borough Council

Assistant Director

Legal and Governance



Færfield



**WELWYN
HATFIELD**

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Thank you for considering the opportunity to join Welwyn Hatfield Borough Council as our Assistant Director (Legal and Governance).

Situated in central Hertfordshire, between the bustling hubs of central London and Cambridge, Welwyn Hatfield enjoys a strategic location with convenient access to both. Having been with the Council for a number of years, I have been deeply impressed by our vibrant communities, our passionate employees and the dynamic and ambitious environment at the council.

Welwyn Hatfield is home to including the prestigious University of Hertfordshire and the Royal Veterinary College. Moreover, it serves as the headquarters for two major UK employers, Tesco and Ocado, underscoring its significance as a hub for commerce, innovation, and research.

In this role, we are seeking individuals who are not only adept at navigating the complexities of legal and governance, but those who are also passionate about contributing to positive change within our communities. The successful candidate will thrive in a fast-paced, evolving environment and will be committed to putting the needs of our communities at the heart of everything we do, proving sound legal advice to Councillors and your fellow members of the Senior Leadership Team.

We are committed to fostering an inclusive and supportive environment where our team members can flourish both personally and professionally. As you consider this opportunity, we offer you a warm welcome and assure you of our dedication to providing the support and encouragement you need to realize your full potential and shape your future with us.

Join us as we embark on our next chapter, where your skills, dedication, and passion can make a tangible difference to the lives of those we serve. We look forward to welcoming you to our team at Welwyn Hatfield Borough Council.

Richard Baker
Executive Director (Finance and Transformation)



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Role Profile

This section provides key information relating to the role

Job Title:	Assistant Director (Legal and Governance)		
Post No:	New	Grade:	COB
Team:	N/A	Location:	Hybrid working
Responsible to:	Executive Director (Finance and Transformation)		
Responsible for:	Service Managers		

Overall job purpose:

To act as the Council's lead expert on the Legal and Governance Service and accountable for the delivery, improvement, management and performance of the service services, leading and inspiring managers and employees across the Council.

To deliver the Council's priorities as set out in our Corporate Plan.

Working with other stakeholders and external partners to deliver projects that are aligned to the Council's ambitions.

The postholder will act as the Council's Monitoring Officer.

Key areas of focus:

1.	Building a culture of high performance and inspiring colleagues to support the delivery of the Council's strategic priorities.
2.	Act as the Council's principal policy advisor on the Legal and Governance service, providing guidance and support to the Chief Executive, Directors, Cabinet and Members.
3.	Be responsible for the delegated financial budgets and resources ensuring that they are allocated effectively for the delivery of services in a manner which demonstrates value for money and compliance with relevant policies and guidelines.
4.	To ensure a system of continuous review is embedded within the service and to promote and foster an organisational culture in which challenge, innovation and creative solutions are the norm.
5.	Lead and engage the staff, acting as a role model. Ensure that staff know what is expected of them and why; that staff are committed, motivated and working effectively together and with other relevant colleagues to deliver agreed strategies and plans.

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6.	To ensure that the legal advice and legal services provided to those councils is cost effective and of the highest quality.
7.	To take the lead in keeping the Council's Constitution up to date and fit for purpose.
8.	Maintain excellent working relationships and engage with key stakeholders and partners.
9.	Sponsorship and leadership of key Council projects.
10.	Lead on the development and delivery of all the policies and strategies within the service
11.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
12.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
13.	Any other duties that are commensurate with the level and grade of this post.

Role Requirements

The following outlines the criteria for this post. Applicants should describe in their application how they meet the criteria

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
Qualified solicitor or barrister or chartered legal executive with experience working in local government law	x		AP
Educated to degree level or equivalent in a relevant subject.	x		AP
Proven experience of providing proactive, expert, timely and authoritative legal advice and support to senior officers and key decision-makers at the highest levels	x		AP/AS/IN
A thorough understanding of the legal environment of local government	x		AP/AS/IN
Substantial experience of operating in politically sensitive environments	x		AP/AS/IN
Experience of the procurement/commissioning of external legal advice and associated services and the	x		AP/AS/IN

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interpretation of such advice to aid internal decision-making			
Proven track record in being innovative and results driven, leading others to innovate and change.	x		AS/IN
Commercially aware, with an understanding of how to maximise opportunities for growth and investment.	x		AP/AS/IN
Evidence of continued professional development	x		AP/AS/IN
Knowledge			
Knowledge and understanding of complex legal and governance matters in the local government setting	x		AS/IN
Knowledge of running elections	x		AS/IN
Thorough understanding of the current issues and future challenges facing the Legal and Governance Service	x		AS/IN
Skills and abilities			
Ability to operate with confidence and credibility at the highest levels of all authorities	x		AP/AS/IN
Ability to use expert legal opinion to provide practical and innovative solutions to complex legal, contractual or service delivery issues	x		AP/AS/IN
Evidence of effective team working and ability to lead and motivate staff	x		AS/IN
Effective influencing and negotiation skills	x		AS/IN
Political awareness and astuteness, including the ability to build effective and appropriate relationships with elected councillors	x		AS/IN
Ability to undertake effective service development and transformation which delivers the most cost effective and efficient services for the Council.	x		AP/AS/IN
Other attributes			
Developed analytical and problem solving skills	x		AS/IN
Decisive, with a logical approach to decision making	x		AS/IN
Personal integrity and positive role model of the behaviours and culture of the council	x		AS/IN

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Responds positively and is able to work constructively under pressure	x		AS/IN
Able to attend meetings and events during the evening and at weekends	x		AS/IN
Ability to drive/travel throughout the borough and other locations as appropriate	x		AP/IN
This is a politically restricted post	x		AP/IN

Assessment Criteria:
 (AP) Application, (AS) Assessment, (IN) Interview

Our Values and Behaviours



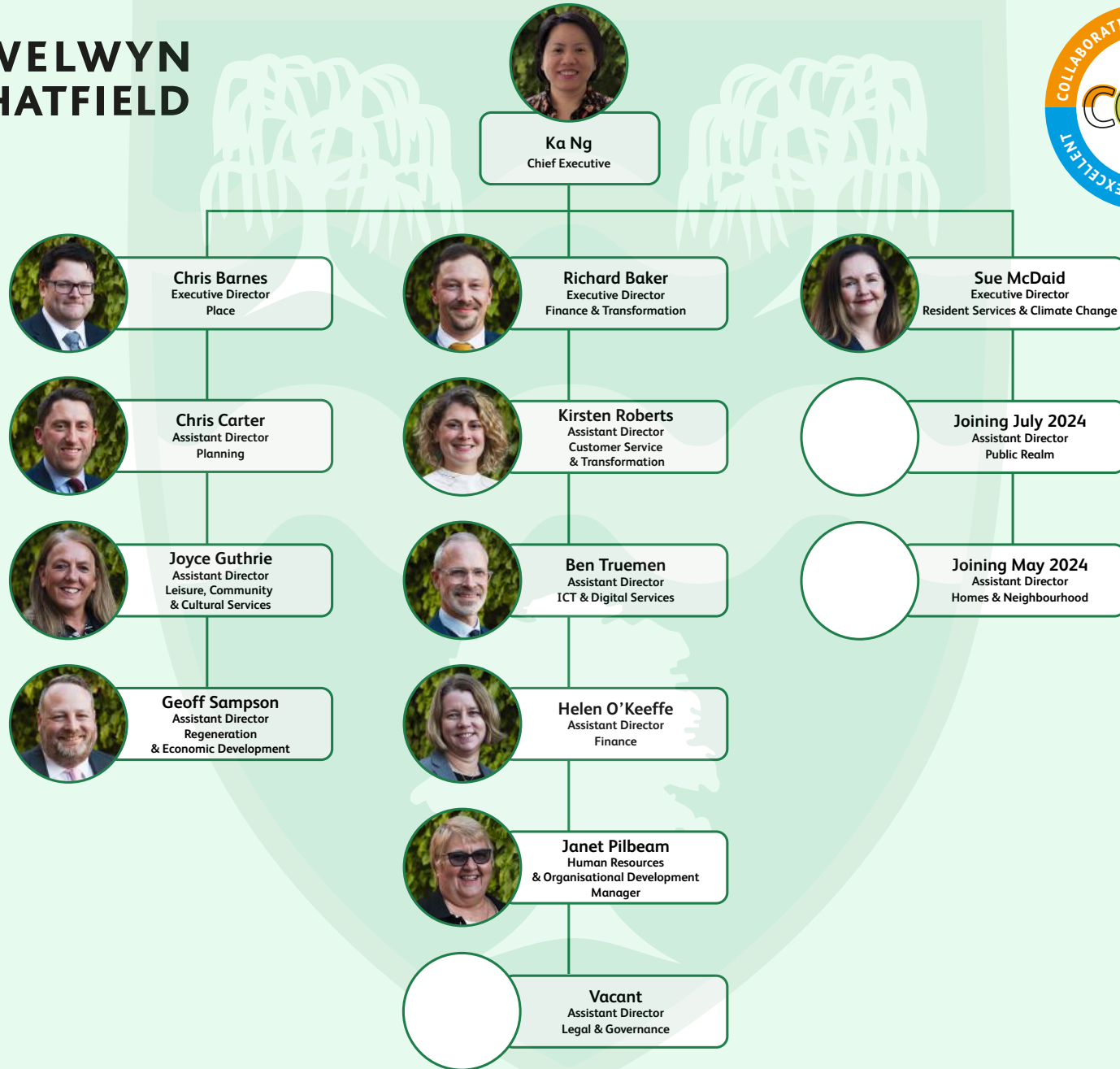
Our CORE values are key to delivering our vision, plans and strategies.

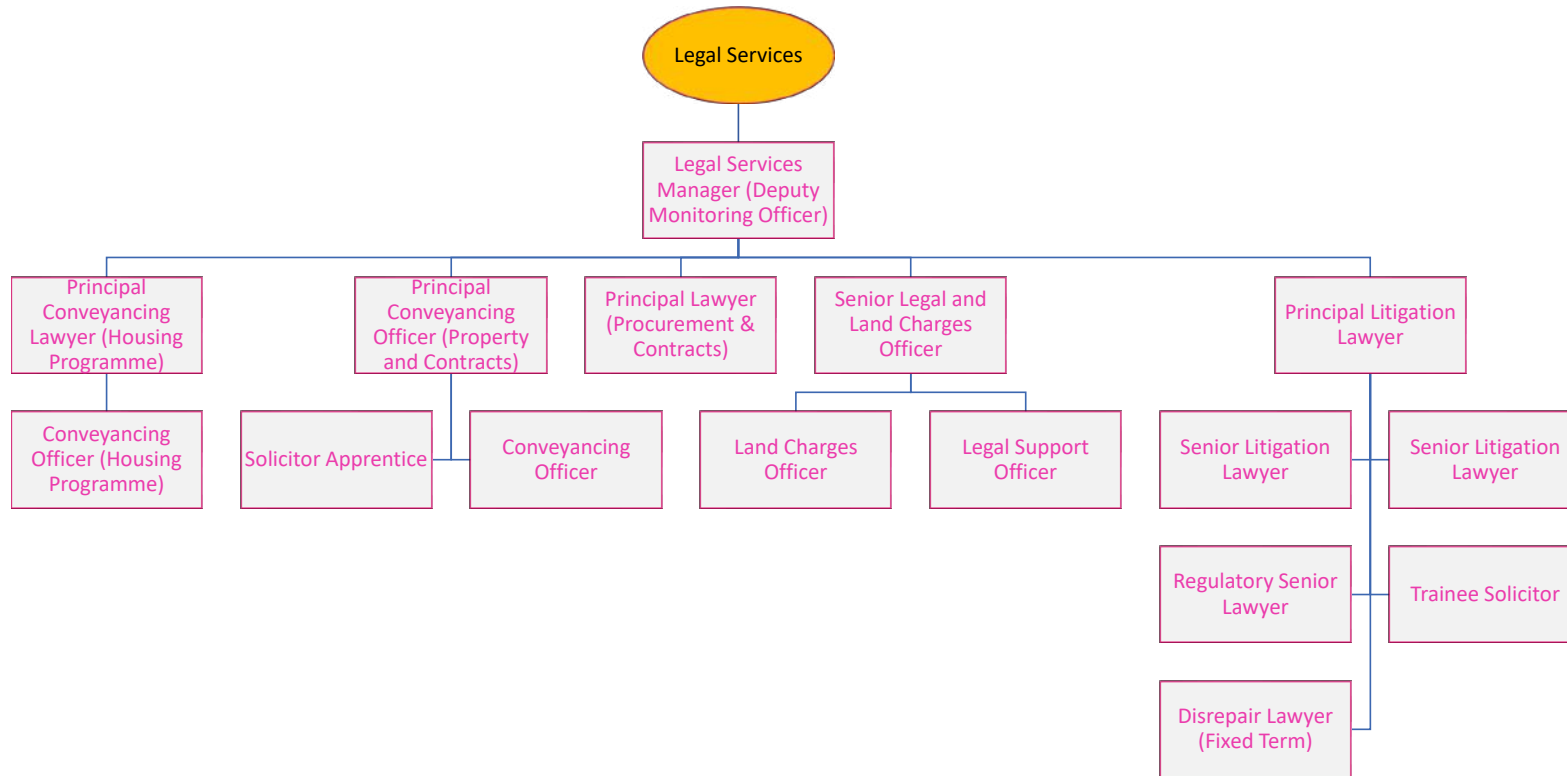
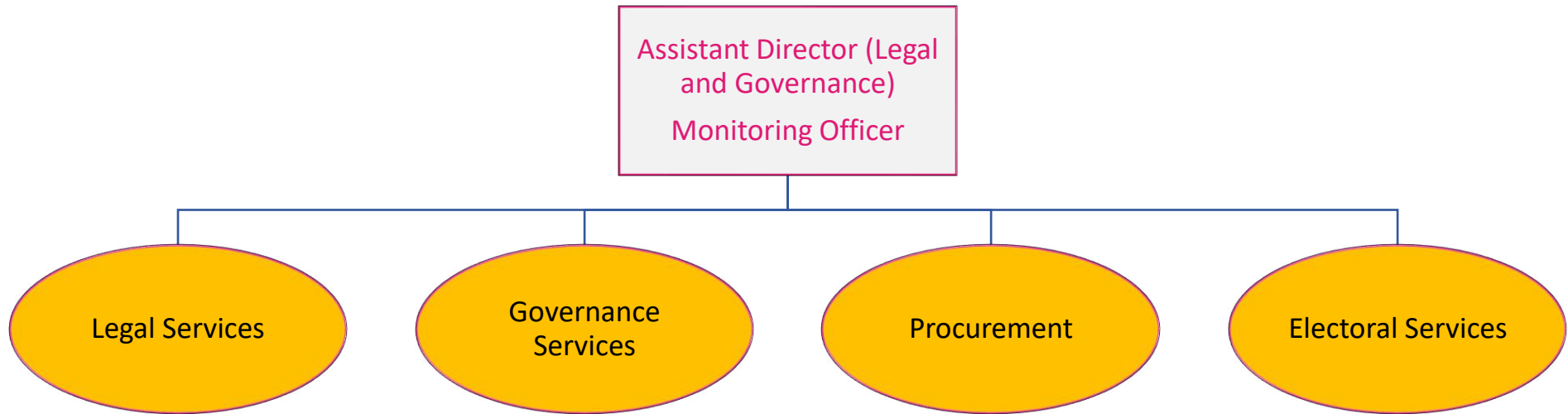
Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

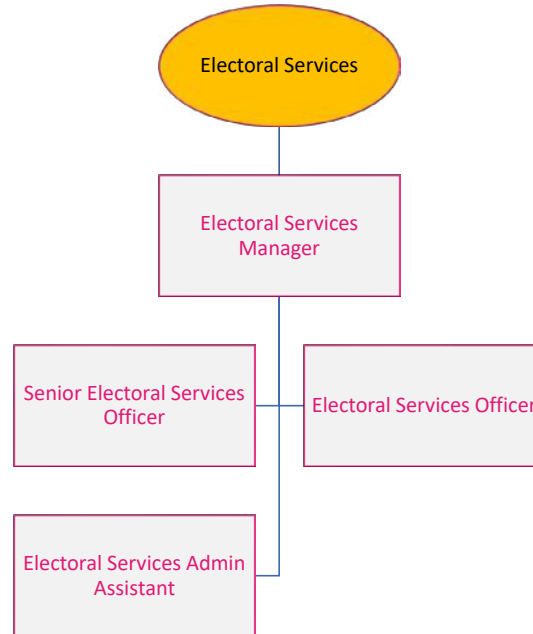
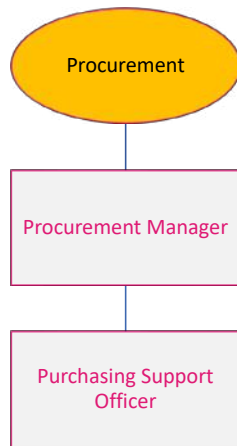
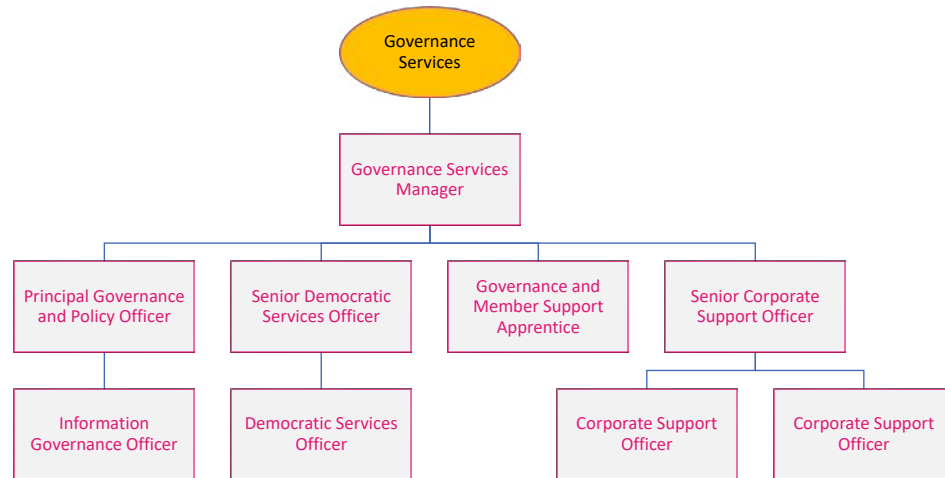
It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.

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Indicative Timetable

Closing date for applications: Wednesday 12 June

Preliminary interviews and Assessment: w/c Monday Monday 17 June

Final interviews: Monday 24 and Tuesday 25 June

For an informal conversation, please contact:

Rob Naylor

Email: rnaylor@faerfield.co.uk

Phone: 0121 312 3755

Ben Cox

Email: bcox@faerfield.co.uk

Phone: 0121 312 3755

To apply:

To apply for this job please follow this link www.faarfield.co.uk/welwynhatfield and click on the Apply button below and fill out the requested information. When prompted, please submit your CV and a Supporting Statement (no more than four sides of A4 each).

With your CV, please also provide the names and contact details of two referees, one of whom should be your current or most recent employer. Referees will only be contacted if you reach the final stages, and we will not contact referees without your permission.

Your supporting statement should express why you are interested in this role and what experience you can bring to the organisation. The statement should tackle the specific requirements of the role; outlining examples and outcomes showing how you meet those requirements.

