**Director of Law and Governance**

**Role Purpose**

The Director of Law and Governance is part of the Council’s extended leadership team (ELT) charged with transforming the way the organisation operates in order to deliver great services to residents.

This role will play a key part in the delivery of the council’s vision and will develop and lead a modern legal and governance service for the council ensuring that the customer is at the heart of everything we do.

Working within a complex environment, the post holder will work collaboratively to deliver the highest standards of modern governance across the organisation and prepare services for future challenges. The role is integral to the Council achieving the desired step change in both culture and approach when modernising services and responding to efficiency challenges.

The role will also act as the Council’s Monitoring Officer is accordance with S.5 of the Local Government and Housing Act 1989.

**Strategic Leadership**

The role is expected to:

* Drive effective collaboration across the council including with members, to support strong and vibrant places
* Provide inspirational and professional leadership to staff, fostering a strong culture of standards, performance and accountability to deliver public value and efficiency
* Be a role model of the council’s behaviours and leadership expectations, and ensure that all approaches and outcomes are consistent with organisational and public service values
* Look beyond all the council’s boundaries to identify innovative approaches and best practice nationally and internationally that could deliver improved outcomes for our residents
* Determine the most cost-effective use and deployment of resources to achieve corporate functional objectives, ensuring compliance with statutory and financial obligations, and that effective systems operate to manage performance and risk
* Work inclusively with a diverse range of stakeholders and provide leadership on equality issues to promote equality of opportunity

**Key Service/Functional Accountabilities**

This role has the following service/functional accountabilities: -

**Specifically for Surrey County Council**

* To lead on the delivery of modern, effective and transparent decision-making processes and governance arrangements in the Council, including the executive, Council and committee.
* To be the Council’s Monitoring Officer with statutory responsibility under S.5 of the Local Government and Housing Act 1989 and responsibility for the effective operation of the Councillors’ Code of Conduct including initial decision-making on complaint.
* To ensure that Council decisions are lawful.
* To be the Council’s Solicitor of Record.
* To lead and manage the Council’s Legal, Democratic and Information Governance Services, ensuring that they are effective, fit for purpose and in line with the council’s requirements.
* To ensure the Council complies with its statutory requirements and that sound and timely legal advice is given to the Chief Executive, Leader and political groups and members and officers as appropriate.
* Maintain an awareness of national policy on all legal, democratic, and electoral requirements.
* To advice the Leader, Cabinet, Chief Executive, and senior management on legal and governance issues.
* Manage the budget associated with this post.
* Manage Senior Managers and Officers who report to this post.

**Dimensions**

* **Financial:** 2023/24 gross expenditure budgets are £10.3mill made up of:

Legal £6.3m (£4.9m staffing budget)

Dem Services £4m (£1.7m staffing budget)

* **Direct reports:**

3 x Assistant Director (PS15)

1 x Practice Manager (PS12)

* **Indirect reports:**

Legal Services – 75 FTEs

Democratic Services – 45 FTEs

**Person Specification**

Education, training and work qualifications

* A qualified Solicitor or Barrister, with a practising certificate and evidence of continued professional development
* Educated to degree level in a relevant discipline or with relevant professional or management post graduate qualification

Knowledge

* Demonstratable understanding of the changing role of local authorities, the issues facing local government and the wider economy and how they impact relevant service areas
* Up to date professional knowledge base of the key areas relevant to the role and authoritative insight into the relationship between different fields
* A thorough understanding of the role of the Monitoring Officer in Local Government

Skills and abilities

* Ability to balance strategic leadership and direction with effective operational management
* Ability to foster an open and trusting culture with the ability to lead change through others and inspire high levels of performance
* Ability to apply discretion and initiative in dealing with complex issues
* Authoritative and influential with highly developed relationship management and networking skills, and the ability to foster joint working across service and organisational boundaries for the benefit of residents and communities in Surrey
* Naturally engaging with an ability to inspire and command respect, trust and confidence of colleagues, Council Members and other stakeholders
* Excellent negotiation and influencing skills, able to persuade others to alternative points of view
* Customer oriented, with well-developed networking and partnership skills, able to build relationships with a range of stakeholders
* Financial and commercial awareness and effective budgeting and financial management skills
* Ability to maintain a clear overview of the issues affecting the Council in general and the service in particular
* Political sensitivity with an ability to make progress in complex policy areas and a strong belief in the value of local democracy and accountability
* Commitment to Surrey County Council’s values and behaviours and equal opportunity policy, with an ability to demonstrate personal leadership on the importance of diversity

Relevant experience

* Substantial experience, evidenced by a solid track record of success, leading high quality Legal and Democratic services
* A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders
* Substantial experience and demonstrable success in managing organisational change and of securing the support of others in the process
* Experience of leading on new ways of working and delivery of culture change in a large organisation

Other requirements

Politically restricted officer post.