

Job Title:	Assistant Director, Legal and Information Governance
Grade:	DG 6
Responsible to:	General Counsel
Responsible for:	Legal and Information Governance



Job Purpose

- Strategic leadership and management of service area for Legal Services and Information Governance.
- Lead advisor and client liaison on service area to the Council, Elected Members, Chief Officers and external clients to underpin effective decision making and meet statutory requirements.
- Act as Deputy Monitoring Officer for the Council, providing advice and support to Elected Members
- Assist the General Counsel in maintaining good governance within the Council.
- Ensure a culture of continuous improvement and learning to secure value for money from the Council's legal and information governance services.

Duties and Responsibilities

Lead on complex legal and governance matters. Personally advise on high value or high-risk projects and matters. Provide strategic legal advice, assurance, and direction across projects of the highest significance for the Council and the City. Be autonomously responsible for exercising judgement and bringing expertise to ensure that good governance and legal assurance is in place.

Act as project lead, provide legal advice for the Council and attend project and corporate board meetings. Be the lead legal advisor for senior leaders including to the Leader of the Council, group leaders and the Senior Leadership Team including to the Chief Executive on projects up to 15-year implementation and projects with the highest financial values, lifecycle revenues, implementation periods and risks. Provide strategic support and commission advice to those projects.

Maintain service effectiveness, through transformation and cultural change, so that the service keeps pace with the needs and priorities of the organisation. Lead on strategic development and delivery of a functional area of Legal and Information Governance Services, ensuring a service that provides appropriate legal advice, support and internal governance, is customer focused, meets the needs of the stakeholders and the wider Council. Work closely with services to actively support and promote the development of skills and knowledge in respect of legal and governance issues pertinent to their teams.

Lead strategic business planning, service improvement and delivery, policy formation and performance management of service delivery. Lead and manage legal and information governance teams, or practice management teams, providing regular appraisals, support and development for continuous professional development and improvement and development of the service overall, to ensure a dynamic, high-quality service is delivered to our customers.

Deliver training and briefing notes on legal and information governance matters to Members and Officers.

As Deputy Monitoring Officer attend Policy Committees on a regular basis to provide governance assurance in the Council's democratic decision-making process, provide advice on the Council's constitution and assist in standards complaints against elected Members.

Advise and work closely with the General Counsel to ensure the Council acts lawfully and ethically. Deputise for the General Counsel as lead advisor to Council Committees including Audit and Standards Committee, advising individual Elected Members, Chief Officers and their teams as required.

Strategic and Corporate Responsibility

As a Senior Manager of SCC, work to promote positive cultural change and a 'One Council' approach, embodying and promoting the values of the Council.

Participate in and contribute to key projects on corporate areas of activity involving Council-wide/cross-Portfolio strategies, which promote innovation and creativity in the provision of Council Services, leveraging your specialist skills and making contributions where you can.

Be aware of and always implement best practice in service delivery.

Ensure that all relevant statutory duties within the purview of this post and across the Council (where applicable) are effectively discharged.

Ensure that services are delivered in a customer focused way.

Proactively engage in and receive constructive peer challenge to improve and develop services.

This is a senior post, and you will be required to be flexible and responsive to unexpected demands. You may be required to undertake any other related duties and responsibilities as they arise from time to time, commensurate with the level of the post.

Reputation Management

Promote, protect, enhance and develop the reputation of the Council and the services for which the post holder is responsible by delivering real voice and choice to customers.

Establish, develop and maintain effective and cooperative communication, working relationships and arrangements with all internal and external stakeholders.

Optimise the potential of the service and to ensure that initiatives, strategies and policies are presented positively and ensure fair and equal access for our customers.

Maintain consistently excellent standards throughout the services falling within the remit of the post.

Ensure effective and proactive relationships with regional and governmental and professional bodies in the interests of Sheffield.

Resource Management - Financial, Human, Physical

Be responsible for the effective management of all resources within a corporate context, ensuring that:

- Arrangements are put in place to ensure the service has a clear framework for ensuring compliance with the Council's Financial Regulations and Financial Policies.
- That the service business is conducted in a manner that meets the highest standards of financial management.
- The resources of the function are targeted at priorities and demonstrate value for money.
- The Service maintains and upholds its professional obligations, in accordance with the rules set by the Solicitors Regulation Authority and associated bodies.
- Oversees the introduction and implementation of practice management standards appropriate to the service.

Ensure compliance with Financial Regulations and Standing Orders and maintain spending within approved levels.

Manage the service budget (where applicable) and deliver value for money by diligent monitoring and efficient working practices.

Develop and implement a robust and sustainable management and staffing structure. Ensure the service's activities, duties and responsibilities are delivered in accordance with agreed Council policies and procedures, in particular equality of opportunity and health and safety.

Ensure the cost-effective use of any physical or ICT resources allocated to the service.

Lead on Service Business Continuity Planning and ensure that your leadership team know this plan and direct staff to follow the Business Continuity Plan as required.

Performance Management

Produce Business and Service Development Plans for the function and ensure that the plans are developed and implemented via a framework of customer and staff involvement.

Oversee the preparation of service, business and development plans ensuring coordination and compliance with Council and Portfolio targets, building in strategies and measures for continuous improvement of service.

Conduct annual performance reviews in accordance with Council policy ensuring that all staff are clear about their performance objectives and have the necessary training and development to do their jobs.

Participate fully in, and contribute to, the Senior Leadership Team.

Establish and maintain standards and performance indicators for the management of the service together with the associated monitoring and reporting systems, ensuring these are actively communicated, promoted and implemented.

Ensure the strategic plans and operation of the functions across the Council and in the SLT are efficient and deliver savings and value for money.

Develop and promote positive employee management to harness skills and abilities, develop potential, and increase motivation through effective performance management.

Maintain effective liaison with all functions within the service and Council Portfolios.

Create and manage a dynamic and successful function, which delivers services to enable the priorities of the administration and improves the quality of life for citizens in Sheffield.

This is a politically restricted post.

Should you be required as a regular and intrinsic part of your role; to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English as required by the Immigration Act (2016).

Lead on Service Business Continuity Planning and ensure that your leadership team know this plan and can direct staff to follow the Business Continuity Plan. You will also support Directorate Emergency Response as part of an on-call rota to provide co-ordination of critical incidents, should these occur.

To undertake all duties and responsibilities in line with current Council Policies and Procedures, including those relating to health and safety; equalities, diversity and inclusion; safeguarding procedures; financial instructions; procurement and commissioning.

To undertake any other duties in agreement with the post holder and manager. Significant changes that may affect the role and responsibilities of the post or the job description would be managed through an agreed process in consultation with the Trade Unions.

Issue date: October 2024

Person Specification Assistant Director, Legal and Information Governance

Minimum Essential Requirements	Assessment Method
Section One: Specific Knowledge and Experience	
A qualified solicitor, barrister, or legal executive, with a successful track record and proven achievement as a senior manager and senior lawyer in a related field in a large, complex organisation.	Application Form, Assessment and Interview
Proven Track record and experience of working with Senior Officers, Elected Members and City Leaders.	
In-depth understanding and experience of managing legal services and Information Governance, with knowledge of best practice for business partnering, citizen and customer focused services.	Application, Assessment and Interview
Proven experience in Legal systems and process improvements.	Assessment and Interview
Section Two: General Knowledge, Experience and Skills	
Inspiring others – providing a powerful sense of purpose that energises others to deliver a changing agenda.	Assessment and Interview
Experience of working at senior level in cross-functional teams in order to progress corporate objectives. Produce board reports, briefings, presentations and correspondence and manage complaints.	Application Form, Assessment and Interview
External and customer focus – having a focus that is attuned to the national and regional agenda, understanding customers’ changing needs; working collaboratively by breaking down barriers with partners and internally between departments.	Application Form, Assessment and Interview
Experience of successful involvement in and management of large scale or major projects.	Application Form, Assessment and Interview
Experience of leading and managing change whilst effectively motivating, empowering and generating commitment of employees. This is to include analysing and conceptualising problems, formulating and executing appropriate solutions and negotiating successful outcomes.	Application Form, Assessment and Interview
Experience of working effectively in a political environment, working with elected members and in cooperation with the public sector, third sector and private sector partners and stakeholders.	Assessment and Interview
Managing organisational resources (financial, human and infrastructure) – running the business responsibly, in line with professional obligations and assuring quality of service delivery.	Application Form, Assessment and Interview
Evidence of success in establishing effective performance measures and a performance culture that has achieved significant outcomes for service users, including children and young people.	Assessment and Interview
Prepared to challenge constructively the current “as is” position and articulate the potential future opportunities.	Assessment and Interview
Excellent communication skills, including the ability to promote understanding to a variety of audiences using a variety of communication channels and media.	Assessment and Interview

Political judgement and skills in relationships and to be proactive in developing and maintaining constructive and ethical relationships	Assessment and Interview
Ability to understand financial and legal/contractual information and to develop innovative strategies to maximise service provision within tight financial limits and to maximise funding available.	Assessment and Interview
Ability to work to deadlines and cope with pressures and setbacks.	Assessment and Interview
Ensure high professional standards are maintained and compliance with appropriate procedures and statutory requirements with evidence of continuous professional development.	Application Form, Assessment and Interview
Section Three: Qualifications	
Educated to at least degree level or demonstration of significant experience and a relevant qualification to the duties of the post.	Application Form
Professional Registrations	
Qualified Solicitor, Barrister or Legal Executive with substantial post qualification experience. The postholder must have a valid practicing certificate and be able to carry on reserved legal activity as defined in the Legal Services Act 2007.	Application Form
Section Four: Our Values	
People are at the heart of what we do	Assessment, Interview
Openness and honesty are important to us	Assessment, Interview
Together we get things done	Assessment, Interview

Health Risks Specification

Please identify all risks that apply to this post / role

Fitness to Work	Potential health risks: please add Yes or No against each risk
Working with computers	Yes
Working at heights	No
Confined spaces	No
Moving and handling includes people and objects	No

Vocational Health Checks	Potential health risks: please add Yes or No against each risk
Driver medicals, minibus, forklift trucks and HGV	No
Night Worker Questionnaires	No
School crossing warden	No

Statutory Health Surveillance	Potential health risks: please add Yes or No against each risk
Exposure to excessive noise levels	No
Exposure to excessive vibration levels	No
Exposure to skin irritants	No
Exposure to respiratory irritants	No

