



# Job Description

<b>Job Title:</b>	Assistant Director - Governance (and Monitoring Officer)
<b>Directorate:</b>	City Director's Office
<b>Responsible To:</b>	City Director
<b>Grade:</b>	Divisional Head 3 - £86,097 - £90,631 per annum

## Job Purpose

1. The Council's priority for stronger together, developed closely with partners from across the City, provides an exciting and challenging vision for the rebirth of the City. Designed to rebuild the city as a key economic powerhouse for the UK and develop its people and communities to live independent and healthy lives. Delivery of the strategy will make Stoke a great place to live and a truly great working City.
2. The foundations of the strategy require development of an effective and confident Council. This role is critical to the development of these foundations. It will put in place appropriate policies, processes and systems to ensure decisions are made with the best possible advice and support the Council's ambitious plans. The post is key position at the centre of the Senior Management Team and will lead and manage the portfolio of services listed below. The post will, through inspiring others, drive and secure opportunities to improve and transform services, both in the services directly managed and across the Council. Because the pace of change needs to be rapid and sustainable, the portfolio may change over time so adaptability and focus on delivery are also critical features. Also key is the desire and aspiration to be a future leader at the next tier. The post leads on governance, ensuring a well-managed organisation, undertaking decision making in a transparent process and leading on all democratic processes.
3. The post leads the following activities:
  - a. Legal Services
  - b. Democratic Services, Member Support
  - c. Elections
  - d. Human Resources.
4. To act as the Council's principal Legal Adviser, Monitoring Officer, Returning Officer, Scrutiny Officer and Electoral Registration Officer.

## **Key Accountabilities**

- J To act as the Council's principal legal adviser ensuring that all decisions and activities fit within the legal framework guiding local government and that standards of probity and conduct are upheld through deployment of appropriate and proportionate guidelines, policies and procedures.
- J To consider and prepare reports, as required, to comply with duty of Monitoring Officer including reporting on potential unlawful advice on policy or activity.
- J To lead the support for Elected Members through the democratic process and direct support. Ensuring the promotion of integrity, openness and transparency along with the highest standard of behaviour.
- J To lead on all issues in respect of member behaviours and to manage all complaints in respect of member activity.
- J To take the strategic lead on Human Resources, ensuring that the highest standards of management are provided, leading on staff development both at the senior management level and throughout the organisation ensuring open and transparent processes take place throughout the Council.
- J Lead on developing customer centric approach and develop commercial activity and income.

- J To support the City Director in translating strategic vision and priorities into operational plans, monitoring their progress on a regular basis, identifying exceptions and risks and putting in place appropriate strategies to address issues.
- J To be responsible for governance of council including the constitution and managing all committee and council processes.
- J To provide clear and timely strategic, operational and tactical advice, guidance and support to the City Director, Elected Members, Corporate Director's Board and Senior Management team, actively leading on corporate policy and strategic decision making.
- J To determine the best model of service delivery, across the division which delivers a high quality customer experience and achieves top quartile performance.
- J To initiate, develop, implement and evaluate strategies, policies business plans, and procedures which secure robust and sustainable services.
- J To ensure all capital projects have full legal agreements and proceed in compliance with statutory requirements including state aid and local authority powers.
- J To develop an exemplar Elections Service ensuring confidence in the democratic process for residents, members, candidates and agents with a national profile for excellence.
- J To develop/negotiate joint approaches to local service planning and delivery in partnership with all the relevant internal and external services providers and regional and national bodies.
- J To promote a clear focus on quality assurance and service accessibility, maximising customer insight which is used to refocus activities as necessary.
- J To ensure the Council is equipped and supported to address all Government inspection and other external scrutiny in order to secure positive outcomes and high levels of achievement.
- J To support and implement the Council's budget strategy within Government controls, identifying and proposing methods to maximise legal powers in order to generate the best possible results, identifying and leading on development of strategies to boost and increase local economy including developing commercial opportunity.
- J To develop and maintain appropriate relationships with diverse stakeholders including; elected members, council officers, local communities, businesses, Government departments, and other external agencies in order to maximise capacity and pool resources wherever possible, including to undertake work for other LA's within the region.
- J To develop and co-ordinate the directorate's performance management system as part of the corporate approach, promoting effective and appropriate leadership and management, motivating and leading activities within the portfolio and beyond to achieve more, both in tangible and aspirational terms.
- J To enable high level strategic procurement both across the organisation and local city economy working closely with partners to effect opportunities to share procurement activity to drive out savings and value for money services
- J To ensure all employees within the portfolio have clear delivery plans, both in terms of their team as well as individually so that responsibility for achieving outcomes is shared and accountability is clear.
- J To act as an ambassador for the Council, promoting and enhancing the authority's image, forming strategic alliances and developing effective working relationships on a local, regional and national basis.
- J To lead on City Council wide learning to ensure all employees are developed and supported to enable them to reach required competencies to deliver services to both national and local standards through systematic and targeted performance management. leading to excellent delivery of services
- J To lead on excellent employee relations through staff consultation and regular contact with Trade Union representatives at all levels.
- J To promote equal opportunities with our communities and staff through personal example, open commitment and clear action.
- J To develop a positive working environment encouraging active involvement of employees in shaping the co-production and delivery of services.

## **Key Results Areas**

- J To ensure that all statutory and professional legal requirements are met with professionalism and consistency, in a financially effective, pragmatic and proactive way.
- J To ensure legal advice is tempered with an assessment of risk in order that objectives can be achieved at pace and in a balanced manner. With a solution focused approach
- J To ensure the Council's governance decision-making arrangements and processes are managed efficiently, effectively and proportionately both in terms of Members and Officers. This will mean that formal Monitoring Officer powers are used as a last resort.
- J To ensure the provision of an excellent efficient elections service including preparation/maintenance of the electoral register, in accordance with IER.
- J To monitor the performance of all legal services contractors to ensure compliance with contracts, providing standards of service and value for money.
- J Ability to act for other authorities in respect of Election Service and to be seen as first point of contact in West Midlands for advising and expertise.
- J To ensure that all recruitment is undertaken to the highest possible standards, and that the management of the Human Resources function is developed and leads the organisation as an exemplar employer within the City.
- J To lead on the development of commercial business acumen within the organisation ensuring that our services are provided externally to partner and other organisations, where possible, ensuring a commercial approach in running services that can be traded externally.
- J To ensure high standards of probity in the democratic processes of the Council incorporating effective mechanisms for addressing and resolving issues of conduct and conflicts of interest and promoting an ethical culture within the organisation undertaken in an open and transparent manner
- J To ensure the smooth running of the democratic decision-making processes and compliance with Constitutional requirements. Developing and managing effective and efficient processes.
- J Through legal innovation and leadership influence and deliver on the capital programme.
- J To develop and deliver a business/service plan for scrutiny and democratic support with clear performance measures and service standards.
- J To ensure that all services are provided with up-to-date advice in respect of legislation and national and local policy in order to ensure the most effective decisions are made.
- J To develop and provide effective, comprehensive and high quality support for the Council, the Executive, Committees and commissions, Elected Members, directorates, partners, stakeholders and the public in the development and delivery of scrutiny and democratic support.
- J As the Council's Monitoring Officer, to ensure the Council's Constitution and schemes of delegation are maintained and updated in accordance with best practice, the changing needs of the Council and changes to the legislative framework.

## **Finance and Staffing Dimensions**

Gross Expenditure: £4.501m – influence on commissioning budget via legal agreements

Gross Income: circa £800m – influence on commissioning and contracted arrangements approximately £450m

Capital Budget: influence in respect of whole capital budget

Staff: 256 FTE - check

**These duties are neither exclusive nor exhaustive and you may be expected to undertake duties and responsibilities, as directed by the City Director.**



# Person Specification

**Directorate** City Director's Office  
**Job Title:** Assistant Director - Governance (and Monitoring Officer)

**Minimum Essential Requirements** - Evidenced by: **a:** application form **b:** test **c:** interview

## Knowledge and Experience

	a	b	c
<b>Technical</b>			
A qualified Solicitor / Barrister, providing sound advice and running excellent legal services function, including extensive experience (5 years +) as a Local Government Monitoring Officer.	✓		✓
Demonstrable, comprehensive practical working knowledge of UK local government and constitutional law, including Employment Law and relevant European Law.	✓		✓
A thorough understanding of the statutory and regulatory framework covering local government and a strong awareness of the political environment.	✓		✓
Experience of consistent achievement as a senior leader / manager	✓		✓
Experience of leading a significant programme of change which had major impact on staff and processes.	✓		✓
Experience delivering best value through innovative, integrated, client and community focused service provision whilst promoting equal opportunities.	✓		✓
Experience in developing effective working relationships with diverse stakeholders and operating and negotiating with outside agencies	✓		✓
Experience of strategic management and achieving sustainable improvements, with the ability to translate strategic objectives into operational plans.	✓		✓
Experience of effective budget management at a high level and accountability for strict monitoring of resources.	✓		✓
Experience of commercial and business acumen, exploiting new opportunities to achieve output related change and an outward customer facing and community focus.	✓		✓
Experience and ability to use ICT tools to a basic standard (e.g. Word/ Excel/ PowerPoint), Outlook, Blackberry (or other), PC/Laptop, other ICT systems etc.)	✓	✓	
Extensive experience of Elections Officer role, including Returning officer function and managing election processes.	✓		✓
Experience of strategically developing HR service.	✓		✓

## Competency Framework

Should you be shortlisted for an interview, you will also be assessed on the following competencies, where you will need to demonstrate/evidence how you meet the criteria.

<b>Leading and Deciding</b>			
<b>Deciding and Initiating Action;</b> Has strength in judgement and personal responsibility; Takes responsibility for actions, projects and people; works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks. Sees ideas through to delivery		✓	✓
<b>Leading and Supervising;</b> Has strength in acting as a catalyst; A strong leader with energy, flair, resilience and credibility, Provides others with a clear direction; inspires, leads, motivates and empowers others; recruits staff of a high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour and tackles underperformance sensitively and effectively.		✓	✓

<b>Supporting and Co-operating</b>			
<b>Adhering to Principles and values;</b> Has a strong moral compass; Upholds public service ethics and values; demonstrates integrity; promotes and defends equal opportunities, has a personal and professional commitment to trust, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment.		✓	✓
<b>Interacting and Presenting</b>			
<b>Relating and Networking;</b> Has a strength in rapport building; Easily establishes good relationships with diverse stakeholders including elected members, customers, staff and partners; communicates well with people at all levels, including members, partners and trade union representatives; builds wide and effective networks of contacts.in order to horizon scan and understand best practice.		✓	✓
<b>Persuading and Influencing;</b> Has a strength in persuasion; Gains clear agreement and commitment from others by persuading, convincing and negotiating; makes effective use of political processes to influence and persuade others; promotes ideas on behalf of oneself or others; makes a strong personal impact on others; takes care to manage one's impression on others.		✓	✓
<b>Creating and Conceptualising</b>			
<b>Formulating Strategies and Concepts;</b> Has a strength in strategic awareness; Works strategically to realise organisational goals; demonstrates creativity, initiative, resourcefulness and resilience, sets and develops strategies; identifies, develops positive and compelling visions of the organisations future potential; takes account of a wide range of issues across, and related to, the organisation.		✓	✓
<b>Adapting and Coping</b>			
<b>Adapting and Responding to change</b> Has a personal strength in resilience and reconfiguration; Adapts to changing circumstances; creates/provides clarity where there is ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; remains calm and focussed; shows an interest in new experiences and challenges.		✓	✓
<b>Enterprising and Performing</b>			
<b>Achieving personal work goals and objectives;</b> Has personal strengths in pride and growth; Accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks progression to roles of increased responsibility and influence; identifies own development needs and makes use of developmental or training opportunities.		✓	✓
<b>Entrepreneurial and commercial thinking;</b> Has personal strengths in improvement and prevention; Demonstrates commercial and business acumen; keeps up to date with competitor information and market trends, maintains awareness of developments in the organisational structure and politics; tenacious drive for continuous improvement, demonstrates financial awareness; controls costs and thinks in terms of profit, loss and added value.		✓	✓