

Monitoring Officer - MAIN DUTIES AND RESPONSIBILITIES:

Role Profile

- Prepare a report to Council if it at any time it appears that any proposal, decision or omission by the authority, by any committee, sub-committee of the authority, by any person holding any office or employment under the authority has given rise to or is likely to or would give rise to:

(i) contravention by the authority of any enactment or rule of law or of any code of practice made or approved by or under any enactment; or

(ii) any maladministration or injustice under Part III of the Local Government Act 1974

- Undertake the statutory responsibilities of the role in a positive way and in a manner that enhances the overall reputation of the Council and will also safeguard, so far as is possible, elected members and officers whilst acting in their official capacities.
- Ensure that the Head of the Paid Service and the Chief Financial Officer have up-to-date information regarding emerging issues.
- Perform as an Integral member of Senior Management Team and to consult with the Head of Paid Service and Chief Financial Officer on governance and probity issues affecting the Council either in the context of those meetings or separately.
- Responsible for all statutory requirements for member conduct.
- Seek Counsel's opinion or take appropriate action on any matter concerning the Monitoring Officer functions.
- Advise the Council on the interpretation/operation of the Council's constitution.
- Promote and maintain high standards of conduct
- Provide advice on vices issues, maladministration, financial impropriety, probity and policy framework and budget issues
- Review and monitor training programmes for Members of the Council
- Establish and maintain registers of Members' interests and gifts and hospitality.
- Carry out the role in accordance with the Statutory Officers Protocol within the Council's Constitution.

Knowledge, Skills and Abilities

It is essential that the postholder meets the following.

- A thorough understanding of the implications of working in a politically controlled and democratically elected organisation and experience of working effectively with elected members or equivalent.
- Experience at a senior level dealing with Constitutional, maladministration and member conduct/ standards issues.
- Ability to present complex information/reports/correspondence in a concise and clear manner to a range of audiences either orally or in writing.
- Demonstrable experience of carrying out investigations into sensitive but serious complaints.
- Possess highly developed interpersonal and influencing skills.
- Ability to relate successfully to people from a wide range of social and cultural backgrounds.
- Possess well developed consultation and negotiation skills.

- Demonstrate personal resilience under pressure including the ability to generate urgency in others
- without panic and to work to tight deadlines.
- Able to demonstrate personal conduct, integrity and credibility that inspires confidence in members,
- employees, customers, partners and others.
- Ability to attend meetings outside normal working hours on a regular basis.