

Job Description

Chief Legal Officer

The role requires attendance at Committee and Council meetings and liaising with Councillors and Portfolio Holders, as appropriate.

Key Responsibilities & Activities

- Serve as the Council's most senior legal adviser, ensuring effective governance and decision-making.
- Provide legal advice and explore options to aid the transformation and improvement of Council services as and where required.
- Ensure that the Council's political and managerial leadership is effectively advised on changes to statute and case law that impact on the Council and the services it delivers, making sure data and evidence is at the heart of the Council's governance and effective decision-making.
- Provide practical legal advice and counsel on governance of council's corporate interests either where the council are shareholder as well as advice on setting up new commercial or entrepreneurial ventures related to the council's ambitions for growth, housing and development.
- Ensure high standards of ethical conduct within the organisation, keeping Members briefed on the standards expected of them in public life and advising on Member conduct.
- Anticipate risks and advise how best to protect the Council from successful legal challenge in the exercise of the Council's statutory duties and the governance of the council's commercial undertakings and or businesses.
- Updating the Council's Constitution as required and advising on its interpretation and application. To advise on matters which are likely to be, illegal or amount to maladministration; to be responsible for matters relating to the conduct of councillors and officers; and to be responsible for the operation of the council's constitution
- Provide support and robust advice to Cabinet portfolio holders enabling the delivery of council priorities.
- Ensure all relevant statutory and regulatory obligations are complied with.
- Provide a lead in risk management, emergency planning and business continuity as required
- To be an instrumental part of the Senior Management Team, attend council meetings including Cabinet and to liaise with Councillors and Portfolio Holders.

Management

- Work collaboratively with senior management colleagues and Cabinet Members to ensure the councils vision, priorities and values are actively promoted and delivered.
- Ensure effective support for all councillors in carrying out their roles.
- Through timely and proactive legal and democratic advice ensure the Council develops and implements strategies, policies, and practices to meet corporate and service objectives which are lawful and ethical.
- As part of the Senior Management Team, assist in development of the business systems and processes which underpin the successful delivery of all Council services