

## **JOB DESCRIPTION – CHIEF LEGAL OFFICER & MONITORING OFFICER**

### **Job Purpose**

Lead the development and delivery of a sound corporate governance framework for the Council. To be the Monitoring Officer for the Council. To lead the delivery of Legal Services, Democratic & Elections Services and Information governance.

This is a Chief Officer role reporting to the Executive Head of Internal Services and to the Chief Executive through the Statutory Officers group. This role is part of the Management Team.

### **Shared Leadership Accountabilities**

As a member of HBC's Management Team:

1. Delivery of the Council's Corporate Strategy
2. Leadership of the Council's workforce
3. Represent and deputise for the Executive Head of Internal Services

### **Direct Accountabilities**

1. To deliver the role of the Council' Monitoring Officer as follows
  - Develop process and systems ensuring the lawfulness of the Council, ensuring that its corporate governance framework is sound and delivers good decision making so as to engender trust and confidence in the propriety of the Council, its members and officers
  - Develop and monitor a Constitution which supports efficient decision making.
  - Lead the process for member conduct, ensuring impartial and independent review of complaints
  - Lead officer for dealing with complains of maladministration by the Ombudsman
  - To maintain registers of members interests and gifts & hospitality
2. To deliver elections and electoral registrations requirements in accordance with statutory requirements
3. To act as the Deputy Returning Officer

4. To hold responsibility for the Senior Information Risk Officer and ensure information governance processes in accordance with statutory requirements
5. Deliver strategic and operational plans to achieve the Corporate Strategy objectives by contributing to the Council's internal processes and systems ensuring that they are effective and responsive
6. Lead the Corporate Governance Group working in partnership with the Management Team
7. Generate and develop productive networks both locally and nationally to access best practice and maintain strong strategic and stakeholder relationships.

### **Behaviours & Skills**

#### **Shared**

The Monitoring Officer is a Chief Officer of the Council and is expected to:

- Collaborate proactively and productively as part of the senior leadership team and work effectively with Councillors
- Demonstrate strong political awareness, stakeholder relationship management and cultural sensitivity
- Demonstrate 'whole organisation' thinking in the delivery of shared and direct accountabilities
- Identify and create opportunities for agile practices in all areas to progress the Council's efficiency agenda and reduce bureaucracy
- Display a 'commercial' awareness in planning and decision-making, encouraging others to do the same
- Communicate compellingly verbally and in writing
- Manage people well to encourage optimum engagement and performance
- Be skilled at managing conflict and achieving resolution
- Show a commitment to customer excellence

#### **Service Specific**

This postholder is expected to bring:

- Significant experience of successful leadership in corporate governance and experience in the role of Monitoring Officer
- Evidence of successful resource and financial management, including evidence of the resolution of conflicting priorities, formulating budgets, applying rigorous monitoring and control procedures and maximisation of available grants.
- A record of success in communication and engaging with a wide range of internal and external bodies, building partnerships and productive working relationships and positively promoting organisational reputation and interests.

- Evidence of championing successful change management within a complex and demanding environment; developing, leading and implementing strategies and change programmes to secure continuous service improvement, successful outcomes and significant operational and service changes.
- Evidence of success in building and enhancing the reputation of an organisation with external bodies and the media.
- A track record of working effectively within a political environment, providing clear and balanced advice and guidance on strategic issues to achieve service objectives.
- Up to date professional knowledge of the key areas relevant to the role and authoritative insight into the legal and governance framework of local government
- Ability to promote the Council, its reputation and status at a regional and national level.
- A track record of having achieved personal professional and organisational goals over the course of their career