

JOB PROFILE

DIRECTORATE	Chief Executives
JOB TITLE:	Head of Legal and Democratic Services
POST NUMBER:	
GRADE/BAND/ SALARY:	From £86k
RESPONSIBLE TO:	Chief Executive
KEY LIAISON WITH:	Key liaison with Chief Executive, Directors, Senior Officers, elected Members together with partner organisations, including the Council's strategic service partners, as well as other key public and private sector contacts.
JOB PURPOSE:	<ul style="list-style-type: none">➤ To be an active member of the Council's Senior Management Team and help the organisation to become an efficient, value for money and high performing Council.➤ To deliver a legal service that meets the needs of the Council and plays an increasingly influential and corporate role in assisting the Council to achieve its aspirations➤ To be the Council's nominated Monitoring Officer under Section 5 of the Local Government and Housing Act 1989 and undertake, on behalf of the Council, all duties and responsibilities associated with the role of Monitoring Officer.➤ To lead on and be responsible for:<ul style="list-style-type: none">- Legal Services- Democratic Services including Electoral Services and Registrar Services➤ Working closely with internal and external partners to promote the interests of the Council.
JOB PROFILE LAST REVIEWED:	July 2012

Key Corporate Accountabilities

1. To support organisational change, ensuring appropriate systems of performance and development, communications, quality measures, monitoring and review are both in place and delivered for those in the business areas of the post-holder's responsibilities.
2. To promote corporate working and work as part of multi-disciplinary project teams to enable the integration of departmental activities and engender the concept of partnership working both internally and externally.
3. To participate in self-development or team development activities as required by the relevant Director.
4. To lead, develop and empower staff through positive example and behaviour reflecting the values of the organisation and providing a clear sense of direction and purpose.
5. To promote the Council's Diversity policies and carry out the responsibilities outlined within these policies.
6. To promote and adopt a rigorous approach to continuous improvement including carrying out the necessary work as specified in the Council's plans, policies and strategies, monitoring and taking appropriate action in relation to relevant performance indicators.
7. To ensure full compliance with the Health & Safety at Work Act etc. 1974, the Council's Health & Safety Policy and all locally agreed safe methods of work.
8. To undertake corporate projects as required and undertake any other duties that are consistent with the Council's expectation of a senior manager.

Key Service Related Accountabilities

1. To lead the Legal and Democratic Services Team to develop its service and achieve the requirements of the Council and clients.
2. To act as Monitoring Officer for the Council, reporting any relevant issues to the Chief Executive and members as necessary, ensuring council-wide processes which avoid any illegality, financial impropriety or maladministration and report any relevant issues to the Council and Chief Executive as necessary.
3. To act as Solicitor to the Council, providing advice to Council as necessary and be the Principal Legal Adviser to both Councils and Senior Managers.
4. To ensure that the Council's business is conducted with full regard to the law and best legal opinion, keeping up to date with changes in primary and secondary legislation and other regulations and taking action where necessary.

5. To pre-emptively and reactively advise the Chief Executive, Members and the Corporate Management Team on the legal aspects of management and corporate governance issues
6. To work closely with Human Resources to ensure that the Legal and Democratic Services Team follow best practice in terms of service delivery and team/individual development.
7. To participate in relevant Organisational Development and Directorate management/development activities.
8. To provide advice to the Returning Officer and Electoral Registration Officer (and others as required) on Elections law and procedures.
9. To lead the Registrars Service and ensure necessary support and leadership is offered.
10. To take responsibility for overall management of employees in the Division, including recruitment, organisation, welfare, discipline, motivation, etc in line with the formal performance management system
11. To explore various service delivery models for the joint / shared legal services and, in the light of this, develop the services to ensure they achieve a consistently high standard of service delivery.
12. To prepare an annual service plan in line with the overall objectives and aspirations of the Councils to include clear and measurable service delivery targets and outcomes and to monitor and assess performance of the service plan, taking remedial action where necessary and encourage continued performance improvement
13. To manage and monitor the service's budget in accordance with the Council's Standing Orders and Financial Regulations, obtaining best value and the optimisation of income where applicable, including review and planning future resource commitments
14. To lead the Service's Management Team, ensuring the achievement of IIP status and that the Council's Human Resources policies are in place to motivate, train and appraise staff to optimise their skills and output.
15. To explore the opportunities for further partnership working with other Council services in order to ensure an effective, high quality and efficient service to the Council.

<p>to perceive and drive the big picture and a long-term vision</p> <ul style="list-style-type: none"> Track record of operating within a senior management team and contributing towards a positive change in culture of the organisation 	1,2	2
<p>2. Leadership and Influence</p> <ul style="list-style-type: none"> Ability to lead, motivate, develop and to gain support from employees Effective in persuading people and winning their support and commitment Flexibility and sensitivity in recognising the most suitable approach to use with different people in different situations 	2 2 2	3 3 3
<p>3. Customer Focus</p> <ul style="list-style-type: none"> Positive attitude to customers (internal and external) demonstrated by a constant concern to identify and meet their needs 	2	3
<p>4. Organisational Awareness</p> <ul style="list-style-type: none"> Able to demonstrate understanding of how the different parts of the organisation work together to achieve corporate objectives Understanding of the political environment. Politically sensitive and shows personal credibility to work effectively with politicians. Recognition of how, what, when and to whom information should be directed. 	2 2	3 (with relevant training) 3
<p>5. Partnership Working</p> <ul style="list-style-type: none"> Substantial experience of and commitment to working in partnership with other agencies, the private sector and voluntary sector Has identified and developed opportunities for innovation, improvement and change across organisational boundaries, to bring multi-agency solutions to effective service delivery 	1,2 1,2,3	2 3
<p>6. Equality</p> <ul style="list-style-type: none"> Demonstrable knowledge and understanding of diversity and equality issues. Ability to integrate diversity and equality policies into business plans, strategies, service delivery and employment practices. 	1,2	3

<p>7. Performance Management</p> <ul style="list-style-type: none"> Demonstrable track record of effectively managing the budgetary process and resources Ability to plan, allocate work and to evaluate performance against objectives with individuals and teams, taking remedial action where necessary 	1,2 1,2	3 3
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------	--------

<ul style="list-style-type: none"> Committed to continual improvement and the development of performance objectives for teams and individuals 	1,2	3
<ul style="list-style-type: none"> Committed to measuring the quality of service (internal and external) 	1,2	3

