

## Job Specification

<b>Job Title:</b> Council Solicitor and Monitoring Officer		
<b>Grade:</b> Spot salary	<b>Job Evaluation Code:</b>	
<b>Reporting to:</b> Chief Executive	<b>Manager's Grade:</b>	
<b>Location:</b> Selby District Council Civic Centre		
<b>Service Area:</b> Legal and Governance		
<b>Overall Purpose of the Post:</b>		
<p>To provide leadership and management of the following functions:</p> <ul style="list-style-type: none"> <li>• Legal Services</li> <li>• Governance and Scrutiny</li> <li>• Electoral Services</li> <li>• Licensing</li> </ul> <p>To act as the Council's Monitoring Officer, Data Protection Officer, Senior Information Risk Owner and Deputy Returning Officer.</p> <p>To act as the Solicitor for the Council.</p> <p>To deliver a Service valued by citizens, partners, senior managers, staff and Members.</p> <p>To implement and manage the Council's strategies with regard to legal and governance issues. To contribute to the delivery of the key strategic objectives which will support the delivery of high quality services focusing on the needs of local people.</p> <p>To provide advice and support to the Corporate Management Team playing a key role in driving change through the programmes and policies determined by Executive and Council.</p>		
<b>Requirements for the post</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Evidence of continuous professional and managerial development.</li> <li>• Qualified solicitor or barrister.</li> </ul>	Management qualification e.g. MBA, DMS.
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Thorough understanding of local government legislation and governance issues.</li> <li>• Detailed understanding of the trends in national policy around governance and scrutiny, and the impact at sub regional, regional and local level.</li> <li>• Thorough understanding of corporate and partnership working.</li> </ul>	<p>Good political awareness and full understanding of issues facing Local Government.</p> <p>Knowledge of related Council services where close partnership working will provide benefits.</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A successful track record of leading strategic policy development and implementing strategies to drive continuous improvement with evidence of managing change.</li> <li>• A track record of successful leadership and development of legal, governance and scrutiny services in a comparable organisation, with evidence of implementing effective communication programmes which have contributed to the corporate goals of an organisation</li> <li>• Working effectively in a political environment and engaging with cabinet / members as appropriate.</li> <li>• Experience of developing and implementing customer contact strategies to improve the responsiveness of services and enhance user experience.</li> <li>• A proven track record of successful management of</li> </ul>	

	<ul style="list-style-type: none"> <li>• staff and achievement of targets and objectives.</li> <li>• Experience of developing local partnerships.</li> <li>• Experience of sound financial management.</li> </ul>	
<b>Competencies and other skills required</b> Motivational Leadership  Effective Forward Planning  Developing High Performing People and Teams  Managing successful delivery  Focus on citizens  Decisive problem solving  Successful team and partnership working	<p>Creates a vision and direction that challenges and looks beyond the obvious. Inspiring and motivating others to achieve by driving change and leading by example.</p> <p>Influencing skills related to statutory agencies and elected members</p> <p>Excellent communication skills with the ability to influence, negotiate and establish credibility for the service, to enhance its reputation, and to form positive relationships.</p> <p>Ability to employ a range of leadership styles which focus on achieving results in terms of outcomes for managers and customers.</p> <p>Able to plan and structure work to ensure objectives are achieved within required timescales, anticipating contingencies and making best use of available resources</p> <p>Evidence of building teams with complementary roles, skills and expertise, enabling people to perform as part of a team whilst achieving their full potential.</p> <p>Able to review and monitor the performance of services, systems, budgets, teams and individuals against standards and agreed outcomes.</p> <p>Ability to find and implement creative and innovative solutions to complex problems.</p> <p>Creates a customer service focussed culture, ensuring continuous improvements which will give the greatest benefit to customers / citizens.</p> <p>Ability to accurately analyse information and make timely well-judged decisions in order to achieve successful outcomes.</p> <p>Evidence of working in a multi-agency environment to promote collaboration and achieve efficiencies through effective partnership working.</p>	

## Key Responsibilities

### Service Delivery

Lead on and manage the Service to support the Council in delivering the key strategic objectives.

Continually develop the following services in an innovative manner to deliver services which fit with the Council's overall objectives in meeting the needs of citizens:

- a) Legal Services
- b) Governance and Scrutiny
- c) Electoral Services
- d) Licensing

Act as Solicitor for the Council with the authority to act on behalf of the Council with regard to instituting, defending, participating in, settling or withdrawing from any legal proceedings.

Undertake the following responsibilities in the role of Monitoring Officer:

- a) Advise and support the Standards Committee to ensure a sound ethical framework for member and officer behaviour across the Council.
- b) Ensure that complaints against Councillors are dealt with effectively.
- c) Respond to investigations by the Local Government and / or Housing Ombudsman and co-ordinate the Council's responses.
- d) Responsible for the lawfulness of all decisions taken by the Council including advice to the Chairman in all Council meetings.
- e) Ensure that the Council's Constitution is reviewed and maintained on an on-going basis to provide a strong framework for all decision making.
- f) Ensure that executive decisions and the reasons for those decisions are made publicly available as soon as possible.
- g) Maintenance of the Members Register of Interests (and Register of Members Interests for Parish and Town Councils within the District)

Advise the Council on revisions to the Codes of Conduct in the light of best practice and legislative changes.

Ensure that all members of the Council have access to training in aspects of the Member Code of Conduct.

Manage the Council's Overview and Scrutiny Committee.

Work with colleagues across the Council to implement and manage the Council's strategies, ensuring that they are not contrary to legislation. Proactively apply legislation to assist the Council in meeting its objectives. To monitor, evaluate and review these initiatives.

Support the Council in the development and maintenance of strategic partnerships Council-wide, cross agency and multi-agency sector, where appropriate, to deliver required policies.

Ensure that effective and appropriate consultation and engagement with citizens, customers, staff and other key stakeholders is able to influence the development of policies which affect them, in the way that services are planned, developed and delivered within areas of professional accountability.

Maintain awareness of changing legislation and national / regional policy developments highlighting these within the Council in a timely and appropriate manner implementing relevant changes as necessary.

Take opportunities to explore and deliver effective partnership working where benefits to improved service delivery can be identified.

Fully support Members by providing briefings, updates in writing and at one-to-one meetings and by attendance at public meetings, conferences etc.

### **Corporate Responsibilities**

Support, develop, promote and maintain constructive cross agency, multi-agency working to ensure the Council delivers its overall aims and objectives.

Contribute to wider Council agendas and ensure service delivery is aligned to corporate priorities.

Promote open and effective communications with the Council's key partners and stakeholders supporting key relationships and establishing strong, externally focussed relationships with partner organisations.

Provide professional advice to the Council's Executive and Corporate Management Team.

Play an active role in helping to frame and achieve the Council's vision and corporate priorities and ensure these are effectively communicated to all internal and external stakeholders.

Take the lead on and manage specific corporate projects as assigned from time to time.

Deputise for members of Leadership Team alongside other Director colleagues as and when required.

## **Management Responsibilities**

To take over all responsibility for the Council's Legal and Governance Service providing clear leadership for staff and ensuring performance is adequately managed in accordance with the Council's Performance Management Framework.

Manage organisational changes related to initiatives to support improvements in services.

Effectively manage and monitor budgets within designated areas whilst ensuring that the Council maximise resources by securing additional investment and increased efficiency when opportunity arises.

Promote a positive attitude towards all health and safety and welfare issues, ensuring that all staff are aware of and observe both statutory and authority requirements as ways of achieving a safe working environment.

Ensure the Service Area meets the requirements of good governance as stated in the Council's Constitution, policies and procedures.

Involve and engage staff in all aspects of service development, encouraging innovation and the spread of new ideas.

Provide effective supervision and performance management reviews and plan training in accordance with identified need.

Develop and implement a performance culture which allows the service to deliver agreed objectives consistently, effectively and efficiently.

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

## **Responsibility for Resources**

### **Financial:**

The post holder will have responsibility for the day-to-day management of the capital and revenue resources that support the Legal and Governance Service area

### **Physical:**

Electoral registration documents.

Offices and supporting equipment to deliver services.

### **Customers and Clients:**

Internal: Leadership, Executive Members, Spokespersons and other Councillors. All levels of staff up to and including Chief Executives.

External: Government Offices, Senior Managers of partner organisations.

### **Characteristics of the post:**

Employees are encouraged to participate in training activities in order to enhance their own personal development.

Ability to work flexibly, which may require evening / night and weekend work as required.

This is a politically restricted post.

### **The employment checks are required:**

- **Evidence of entitlement to work in the U.K.**
- **Evidence of essential qualifications - see page 1 of this job specification**
- **Two satisfactory references**
- **Confirmation of medical fitness for employment**
- **Practising Certificate, evidence of fitness to practice**
- **Registration with appropriate bodies (where applicable)**

**The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:**

**Evidence of a satisfactory safeguarding check e.g. An Enhanced CRB Disclosure**

Date completed: June 2019