

DARTFORD

BOROUGH COUNCIL

Job Profile

Job Title:	Head of Legal Services and Monitoring Officer	Grade:	
Reporting to:	Chief Officer & Director of Corporate Services		
Responsible for:	Legal Services team (x 3 Lawyers) Democratic Services team (x 3 Officers)		
Job Purpose:	<p>LEGAL SERVICES</p> <ul style="list-style-type: none"> • Key legal advisor to the Council; • To provide a comprehensive in-house legal service to the Council including identifying, advising and developing policies on key legal issues as they emerge; • To ensure that the Council's most fundamental systems function effectively within the law. <p>MONITORING OFFICER (Statutory Officer - section 5 of the Local Government & Housing Act 1989)</p> <ul style="list-style-type: none"> • To report on matters that are, or are likely to be, illegal or amount to maladministration • Responsible for matters relating to the conduct of Councillors and Officers • Maintaining an overview of the operation of the Constitution <p>DEMOCRATIC SERVICES</p> <ul style="list-style-type: none"> • To oversee the delivery of the Democratic Service. 		

<p>Experience:</p>	<ul style="list-style-type: none"> • Senior manager in high impact/strategic areas • Proven track record of delivering results to time and quality • Excellent motivational and interpersonal skills in a multi discipline team • Proactive approach to problem solving and dealing with challenging/demanding situations • Political astuteness • Extensive knowledge of constitutional/administrative law and planning and data protection legislation (essential) • Experience covering other areas of local government related legislation and litigation (desirable) • High levels of personal resilience, a reputation for being impartial and fair and have the confidence to make difficult decisions • Extensive knowledge of the role and responsibilities of elected Members and experience of advising elected Members and senior officers on constitutional and/or complex and nuanced issues
<p>Qualifications:</p>	<ul style="list-style-type: none"> • Professional Legal Qualification (essential) - Solicitor/Barrister/FCILX • Management/Best Practice Management Techniques Qualification (desirable)
<p>Special Circumstances:</p>	<ul style="list-style-type: none"> • Flexibility to attend evening meetings • Commitment to acquiring knowledge in new areas of law affecting local government • Regular/daily interaction with leading Members and the Leadership Team
<p>Specialist Knowledge:</p>	<ul style="list-style-type: none"> • PC and keyboard literacy (Windows: Word, Excel, PowerPoint, Outlook) • Training Skills • Strong writing and drafting skills

This, together with the Dartford Borough Council Core Behaviours is a description of the job as it is at present constituted. It is the practice of this Council to periodically review and update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. You will be expected to participate fully in any discussions and, in connection with them, to re-write your job profile to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your immediate superior. It is the Council's aim to reach agreement on reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you. As a term of your employment you can be required to undertake such other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you. All aspects of the post are to be carried out in compliance with the Council's overall Policies and Procedures, and all post holders will frequently have access to confidential information and will maintain such confidentiality as required by the Council.