

Role Profile

JNC2



Job Title	Deputy to the Head of Legal Governance & Democratic Services
Post Number	CR3810
Reports to	Monitoring Officer and Head of Legal Governance and Democratic Services
Department:	Chief Executive and Corporate Resources
Division:	Legal, Governance & Democratic Services
Section / Team	

This role profile has a Role Purpose and Core Accountabilities in green, which should not be amended. These generically describe the responsibilities typically found in jobs at this grade, the majority of which will be applicable to the specific role.

Information specific to this role can be included in the sections under Job Specific Information.

Role Profile

Strategic leadership and delivery of a related group of services or Service Area, ensuring that agreed service outcomes are met by developing implementing tactical plans.

These roles can have oversight of compliance with regulatory or legal requirements. Collaboration with other directorates/services is necessary to achieve agreed objectives. These services are most often focussed internally, delivering cross-council service provision.

These roles will form part of the senior management at the Council and typically have teams that are delivering sets of specialised or professional, related services to form a service or function.

Roles that do not have large management responsibilities are likely to be 'Change Leaders' shaping innovation for their services and promoting the Council externally. They will often report to roles with a different professional background and so will exercise a substantial degree of independent professional responsibility and discretion, but a major part of their role will be to influence and work with directorates/services across the Council to enable improved service performance through collaborative working.

The focus is on the planning and delivery of medium-term results, within policy, practice and precedent. Outcomes are subject to review against objectives or targets. Jobs typically have a direct and controlling impact on the results of a significant area of service provision.

These roles typically report to a Director. This role reports to Monitoring Officer and Head of Legal Governance and Democratic Services.

Core Accountabilities

- Contribute to shaping the Council vision and direction of travel across all aspects of the managed area.
- Support the development of strategic recommendations for the wider function, whilst formulating and implementing targets and objectives to deliver the Council's strategic directives within own area of expertise.
- Lead and control services, typically specialised and internally focussed, to promote the development and delivery of working arrangements that facilitate a partnership approach to the planning, delivery, risk management and monitoring of services, ensuring that activities are delivered to the required standard.
- Plan, lead and monitor the use of available financial, physical, and human resources, integrating operational activities to improve efficiencies and to align the use of the resources with the strategy for the overall managed area. Develop and recommend appropriate organisation structures, compliance standards and work processes

within managed area to meet the service and legislative requirements. Control the financial expenditure and integrity of the managed area to assure compliance with regulations, Council policies and value for money.

- Lead, motivate and develop staff within managed area ensuring that they are effectively deployed and developed to support a culture of high-quality performance and continuous improvement to achieve outcomes that meet the Council's strategic objectives and the needs of residents. Identify and resolve performance issues in order to support a culture of performance and productivity.
- Provide strategic business, technical and service area expertise across the Council proposing recommendations and solutions to specific issues affecting the managed area.
- Play an influential and innovative role in advising colleagues and stakeholders across the Council including sustaining a range of strategic partnerships with other key stakeholders to support the shaping of service delivery models, resolve high risk and complex issues and promote the best interests of the Council and its residents, ensuring the delivery of improved outcomes.
- Provide significant support to Elected Members including the analysis of risks and opportunities on strategic issues that affect the Council and its reputation, preparing, and presenting operational reports and making recommendations on issues relevant to the service area, to enable senior management to make informed decisions.
- Develop and promote standards and processes to ensure quality, usability, consistency and legislative compliance within the managed area, assuring the continuous improvement of these standards to ensure that they remain fit for purpose in line with the council's strategic plan.
- Anticipate and analyse potential risks or issues relating to the managed area, in order to identify alternative methods of delivery and support the implementation of required organisational changes in response to a changing local and national context, ensuring that policies support the delivery of Council objectives and plans, and comply with relevant legislation and statutory requirements, whilst mitigating potential risks.
- Lead or sponsor complex, multi-faceted projects and programme boards to ensure vision and future shape of services are at the forefront of the work.
- Responsible for the equality performance of activities and premises under their control, ensuring that robust Equality Analysis is carried out as part of policy development, review and change, and that regular equality, diversity and inclusion performance measures and consultation results identify imbalances in outcomes related to protected characteristics and socio-economic factors and changes are implemented to address these imbalances where appropriate. Ensure that managers are aware of their equality responsibilities and are provided with suitable training, information, supervision and systems of work in respect of all aspects of equality, diversity and inclusion.
- Provide the leadership to enable South Gloucestershire to become carbon neutral and contribute to the Climate Emergency Action Plan.

Job Specific Information

Role Purpose

This role is a leadership role within the Legal, Governance and Democratic Services Division, making a strategic contribution to the direction and lawful operation and governance of the Council. The post holder will embody the core values and outcomes for the service and will prioritise best practice and service development.

Deliverables

- To provide leadership, management and direction to the Legal Services, (including Land Charges and Information Governance) Registration Services and Records Management and ensure that each service is efficient, effective and delivers value for money.
- To act as the Council's formal deputy Monitoring Officer and to support the Monitoring Officer in the discharge of this statutory function
- To deputise for the Head of Legal Governance and Democratic Services as required in respect of each of the service areas within the division to ensure the continuity of Legal and Democratic Services to Chief Officers, Executive Members and Council and to attend at any meetings of Cabinet (formal and informal) Council, Chief Officers, Senior Managers and to represent the Council at any external meeting as required by the Head of Legal Governance and Democratic Services or Chief Executive or Director
- To act as Deputy Proper Officer for the Regulatory Investigation Powers Act, Freedom of Information and Data Protection Acts so as to ensure the Council's statutory responsibilities are met.
- To provide high-quality legal and governance advice to all departments and/ or functions within the council and where appropriate to partners.
- To lead, manage and co-ordinate legal work and processes across the organisation.

- To provide advice directly to and manage relationships with leading Members, Directors and other senior managers across the council, and to manage comparable relationships with major partners and stakeholders.
- To act as Proper Officer for Registration Service and ensure that the Service meets statutory targets.
- To provide advice to partnerships, Scrutiny Committees and other stakeholders to ensure the Council achieves its objectives in a lawful manner.
- To formulate and gain acceptance of approved budgets and to secure resources necessary to achieve the agreed objectives.
- To be a member of the Senior Management Team, Legal Governance and Democratic Services Management Team and to lead the Legal Services Management Team (including Registration Services and Modern Records) and to contribute to the management and development of the Division in conjunction with the Head of Legal and Democratic Services.
- To introduce and develop all relevant legislative requirements in order for the Council to meet its objectives including working with external partners and other stakeholders.
- To develop opportunities to identify and raise income across the Division

Dimensions of the Role

Staff – The Division has 55.3 FTE's. The post holder has 5 direct reports

Budget The Division has a net budget of £3,295,000.

Advise and ensure appropriate action is taken in respect of any changes in legislation that impact on the governance or operation of the council.

Knowledge / Skills / Experience

Essential Criteria (Requirements that must be met.)

- Recognised legal qualification e.g. solicitor or barrister with current (unqualified) Practising Certificate
- Substantial record of senior leadership achievement and experience; managing, controlling and directing professional and non-professional staff, developing strategies and translating them into effective operational plans and financial control.
- Comprehensive understanding of local government's social and political role including knowledge of all relevant areas of local government law & practice, statutory guidance, local policy and procedures, national codes, and multi-disciplinary practice.
- Strong influencing and stakeholder management skills and the ability to build consensus at a political, senior and management level, to act as council advocates, influencing the external policy agenda.
- Extensive knowledge of delivering against equality, diversity and inclusion objectives within relevant service areas clearly using performance measures to identify imbalances and advance equality of opportunity for all.
- Proven ability to identify, develop and sustain strategic partnerships both internally and externally. Act as an advocate for the council's best interests.

Desirable Criteria (Additional preferred requirements.)

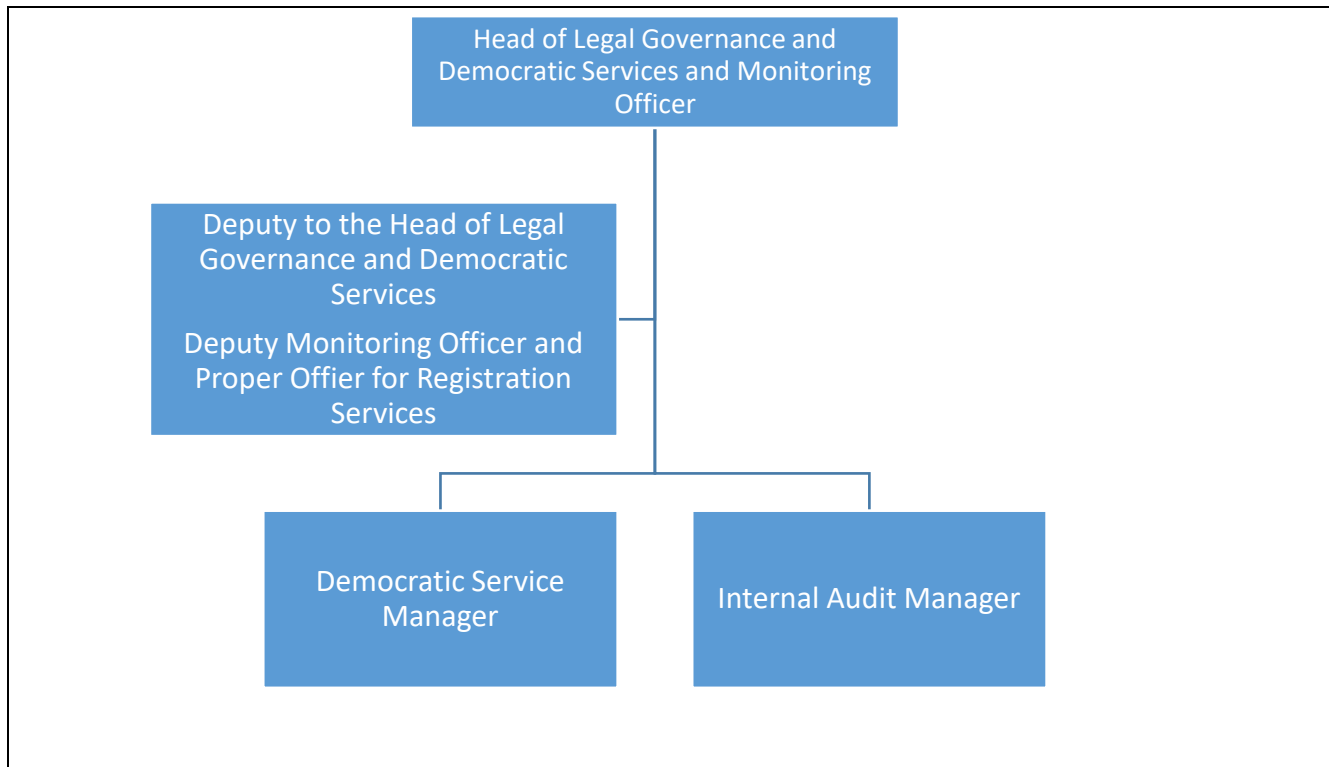
- Experience of working effectively and impartially with elected members to meet community needs and the priorities of the organisation.
- Proven experience of strategic development across the managed area, understanding and influencing the inter-connectivities.
- Broad knowledge of public sector service delivery, through direct provision and commissioning.
- Experience of developing services to deliver the councils climate emergency pledge.

Key Behaviours

Postholder is expected to role model behaviours at Level 3

Organisation Chart

Organisation Chart



Department

The Chief Executive and Corporate Resources department delivers a range of professional services as well as front line customer services to residents. It provides strategic advice to the organisation and is the guardian of the council's vision, values, governance and overall performance monitoring.

Division

- The wider Legal Governance and Democratic Services Division includes: Legal Services, Internal Audit, Risk and Insurance, Risk and Insurance, Democratic and Elections, Land Charges, Registration Services and Records Management and Information Governance.
- In respect of Legal Services, the post holder is responsible for providing strategic and operational legal advice and support to the Council and its service departments in respect of a broad spectrum of disciplines. The following key activities are the responsibility of the post holder:
 - Providing governance advice to Senior Officers and Councillors
 - The legal advice on all aspects civil and criminal litigation, employment, data protection, freedom of information, environmental information and subject access requests, all statutory orders, compulsory purchase, public rights of way and licensing.
 - The legal advice on all aspects of safeguarding vulnerable individuals across the community, education, anti-social behaviour, homelessness, child and adult social care
 - The legal advice on all aspects of planning and property law including the negotiation and drafting of planning agreements, planning enforcement, contracts, property transactional work including sales, purchase, leases and licences assignments and traveller's services,

In respect of each of above the advice and support includes advising at committees and panels and representing the council at tribunals, inquiries and at courts, taking and defending any legal action brought by or against the Council.

- In respect of Modern Records the post holder is responsible for:
 - The discharge the responsibilities of S224 of the Local Government Act 1972 by the provision of proper arrangements for the custody of documents which belong to or are in the custody of the Council
- In respect of Registration Services for Births Marriages and Deaths the post holder as Proper Officer:

- Has overall responsibility for the delivery of the service in accordance with all legislation and Statutory Guidance relating to the Service, including but not limited to the Registration Service Act 1953, the Marriage Act 1949, The Marriage and Civil Partnership (Approved Premises) Regulations 2005 and the Registrar General's Guidance for the Approved Venues for Civil Marriage and Civil Partnerships (as amended)
- Reporting to and notifying the Registrar General as required
- The post holder is responsible for the provision of comprehensive legal advice and for fulfilling all relevant statutory obligations of the organisation ensuring compliance with standards, regulations and codes of practice in respect of each of the above services.

Special Conditions

The post is politically restricted.

The post holder is required to maintain Practising Certificate.

The role involves some evening and non-standard hours working.

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