

Job Description

JOB TITLE: DIRECTOR OF GOVERNANCE

REPORTS TO: CHIEF EXECUTIVE

Job Purpose

To lead a high quality team delivering a broad range of governance and regulatory services to the Council, including legal and governance advice and support to the Council's Members.

To act as the Council's Monitoring Officer.

To be a fully participating member of the council's Corporate Management Team (CMT) driving strategy and performance and identifying, and championing the delivery of the council's vision and strategy with lead politicians, partners, community representatives, CMT colleagues, and all employees.

Organisation

The Director of Governance is a Tier 1 post reporting directly to the Chief Executive and the post holder is a full member of the Corporate Management Team

The post holder will act as the Council's Monitoring Officer and most senior legal officer.

The post holder will be responsible for approx. 203 staff including Legal and Governance, Regulatory Services, Human Resources, Communications / Marketing and Performance Management and will be responsible for a gross budget in the region of £8.1 m.

In addition, the post holder is indirectly responsible for the whole of the Council's budget (revenue budget of £380m and additional capital budget of £250m in 2013/14, £630m in total), as it is the post holder's responsibility to ensure that expenditure against it follows proper rules of governance.

It is anticipated there will be up to 7 direct reports.

Principal Accountabilities / Responsibilities

- To fulfil all the statutory duties and responsibilities of the authority's Monitoring Officer.
- To ensure the provision of high quality advice (legal, governance, HR and communications) to officers and members to enable them to achieve corporate priorities, and in particular support to Cabinet members and CMT colleagues in this context.
- To ensure the provision of high quality regulatory and enforcement services, ensuring joined up delivery in a solution focussed environment in line with national best practice and statutory guidelines.
- To provide the Council with a high quality performance management function that enables it to monitor its effectiveness and delivery of its core functions.
- To be the Council's lead legal adviser and ensure provision of timely and pragmatic legal advice which is solutions driven, and incorporates a thorough understanding and assessment of risk – particularly on a range of high profile, high risk, "cutting edge" projects.
- To personally advise Council and Cabinet meetings and other meetings as required
- To organise, support and record Council, Cabinet and Committee meetings, and provide a range

of support to councillors and to the Civic Office, to enable them to fulfil their duties and responsibilities, and contribute positively to the Council and city's image and reputation.

- To ensure that all areas of the service meet the customers' needs and deliver services to the highest standards (where appropriate as assessed by external regulators, e.g. Lexcel accreditation)
- To implement performance management of the teams and secure continuous improvement and efficiencies within diminishing resources and changing demands.
- To translate the Council's strategic priorities into appropriate service plans for the department and oversee the execution, review and improvement of these plans.
- To undertake any other duties and responsibilities (including taking a lead responsibility for particular issues and projects) as may be required by the Chief Executive.

Leadership

- Lead the Departmental Management Team, supporting it to effectively manage the resources of the team (within budget) and ensure delivery of corporate priorities and client requirements.
- Provide inspirational leadership to a diverse, multidisciplinary workforce, driving customer focused service delivery, embedding a culture of change, continuous improvement, common professional standards and excellent people engagement and management and ensuring that the Council meets its statutory obligations in relation to all aspects of equalities legislation.
- Lead on achieving the Council's vision to value diversity in our communities, promote an inclusive society and oppose all forms of intolerance and prejudicial discrimination, whether it is intentional, institutional or unintentional.
- Actively encourage innovation and creativity across the services managed, pushing boundaries to improve efficiency, provide value for money and achieve new ways of working.
- To deputise for the Chief Executive as required.

Performance and Risk Management

- Develop and implement performance and outcome management of the services managed and commissioned to achieve the Council's strategic priorities in terms of partnership working and collaboration, the quality of engagement with local communities and businesses, significantly increasing the Council's visibility as a strong strategic leader and catalyst for investment.
- Evaluate, review and report performance to members, stakeholders and auditors (internal and external).
- Ensure full compliance with the relevant legal, financial and procurement requirements and frameworks across the Council.

Financial Management

- To continually review and reshape service delivery to achieve financial efficiencies and maximise opportunities for income generation, whilst maintaining the highest standards of service delivery.

Job Knowledge

- Qualified solicitor or barrister with full practising certificate and up to date CPD record, with a minimum of 5 years post qualification experience, or equivalent.
- Thorough knowledge and understanding of local government and of statutory, regulatory and ethical frameworks.
- An understanding of the financial framework governing local authority activities.
- An understanding of the contemporary public change agenda.

Experience

- Evidence of high level of achievement as a senior manager in a complex legal service environment which incorporates decision making, strategic and business planning.
- Proven track record of leading strategic policy formulation, decision making and resource allocation and of problem solving and meeting objectives at a corporate level.
- Evidence of successful partnership development or delivery through partnerships including an ability to work with local partners to develop joint strategies for implementing government requirements and local service.
- Demonstrated evidence of significant service improvement through managing change including staff engagement, capacity building, workforce modernisation and organisational reform.
- Demonstrated ability to advise members on policy options, determine priorities and to communicate a clearly recommended way forward.
- Experience of working effectively in a political environment, demonstrating high levels of political awareness, sensitivity, confidentiality and understanding with the ability to translate that into delivering the agendas of the administration and winning the confidence of elected members.
- Significant experience of the preparation, management and control of budgets for a large, complex organisation, ensuring prioritising and targeting of resources to achieve maximum value for money and income generation.
- Experience of driving performance management using appropriate quality and management methods and models to deliver efficient and effective services through collaborative working.
- Evidence of personal commitment to diversity in the workplace and in the shaping of service outcomes.

Skills

- An ability to relate to and win the confidence, trust and respect of Members, colleagues, partners and the wider community.
- Excellent leadership skills, which encourage commitment from others and promote a positive, motivated organisational culture.
- Excellent communication skills and the ability to communicate complex information both orally and in writing in a clear articulate and balanced way to a variety of audiences.
- Excellent negotiation skills and an ability to influence outcomes through reasoning, persuasion and tact.
- Strategic and logical thinker and decision-maker able to provide practical and creative solutions to the management of partnership, corporate and directorate issues.
- High intellectual and analytical abilities; able to assimilate and analyse information quickly, identifying issues, priorities and solutions and using effective models, techniques and resources to resolve issues.
- Strong financial and budgetary awareness with the ability to manage finance and wider resources within a strong performance management culture.
- Ability to use information technology to improve service delivery and reduce costs.
- Demonstrable continuous development and improvement of own leadership and professional practice.

Political Restriction

This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside work.

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