

# RUGBY BOROUGH COUNCIL

## JOB PROFILE

**Post No.****Post Title:** Chief Officer - Legal and Governance**Unit/Team:** Senior Leadership Team**Grade:** Chief Officer**Service:** Legal and Governance**Reports to:** Chief Executive / Deputy Chief Executive**Issue Date:** January 2021

### PURPOSE OF THE JOB

As well as contributing to the corporate management of the Council, the purpose of the job is to take the lead role in ensuring the managed services are available to deliver the Corporate Strategy in a way which meets both customer needs and value for money criteria and also thought compliant means.

This post is the Council's Monitoring Officer and responsible for designing and upholding high standards of corporate governance.

To introduce and embed a governance operating model and work across all service areas to ensure the Leadership Team have oversight of all its governance responsibilities.

To be the lead officer for Equality and Diversity and continually drive improvement.

Provide positive and dynamic leadership in managing the staff and teams within:

- Legal Services
- Democratic Services
- Elections
- Business Support
- Equality and Diversity

The teams managed by this post may be changed from time to time.

### 1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 As the Council's Lead Officer provide advice, guidance and expertise to staff and Elected Members on highly complex and contentious legal, policy and democratic services issues.

- 1.2 Represent the Council at a range of internal and external meetings
- 1.3 Lead in developing and delivering the democratic processes for the Council and supporting the democratic decision-making arrangements. This includes elections, scrutiny processes and managing the servicing of meetings of the Council and its Committees. Contribute towards improving ethical governance across the organisation.
- 1.4 Ensure that all required elections and referendums are administered appropriately, within election regulations and in a cost effective way.
- 1.5 To act as the Monitoring Officer, which is a statutory post established by the Local Government and Housing Act 1989. Advise on the application of the Council's Code of Conduct for elected Members, and for officers. The post is responsible for monitoring compliance with the Code and subsequent training of elected members. Responsible for maintaining and monitoring the member/officer relationship having regard to the member/officer protocol at all times. Advise all Members, on an individual or collective basis.
- 1.6 Raising and negotiating issues associated with service delivery with clients or service providers to ensure that the service provided meets required standards.
- 1.7 Drafting key legal documents associated with the work of the Council and approving drafted documents.
- 1.8 Representing the Council as a party in all contested criminal and civil court matters, tribunals, and inquiries.
- 1.9 To manage the operation of the Council's democratic, scrutiny and mayoralty functions and ensure comprehensive advice and guidance is delivered to the members of scrutiny committees throughout the scrutiny process.
- 1.10 Oversee the Council's Members Training & Development Programme and ensure that Councillors receive effective support in their learning and development.
- 1.11 Oversee the review of Members' allowances in association with an independent review panel as required.
- 1.12 To deliver efficient, high-quality, value for money and customer focussed services, which are continually reviewed against best practice and meet the needs of Rugby's residents.
- 1.13 Ensure a cross-cutting approach for all relevant services, thus significantly contributing to wider priorities and leading on developing and delivering associated plans.
- 1.14 To ensure that effective corporate governance controls are implemented whilst seeking ongoing areas for improvement.

- 1.15 To significantly contribute to the development of the Council's transformation plan which will support the delivery of the medium-term financial plan.
- 1.16 Ensure compliance with and provide advice on all relevant requirements and regulations.
- 1.17 To be the Council's lead for Equalities and ensure the Council continuously moves forward with embedding and developing Equality and Diversity in line with internal ways of working and the Equalities Framework. To ensure the Council is meeting its Public Sector Equality Duty by working with operational equality leads.
- 1.18 Accountable for financial performance, budgets, assets and data of managed services.

## **2. OTHER DUTIES AND RESPONSIBILITIES**

To actively support the Chief Executive and Deputy Chief Executive in:

- 2.1 Championing and engendering positive member/ officer relationships in all areas of council business
- 2.2 Ensuring that the corporate objectives of the Council are delivered as planned, including demonstrating value for money and consistently driving efficiencies as appropriate.
- 2.3 Identifying corporate and other cross service issues affecting the Council's activities and/or objectives and taking a lead responsibility for authority-wide initiatives as required.
- 2.4 Promoting and effectively participating in multi- disciplinary working involving a range of internal and/or external contacts in order to address or develop specific corporate issues.
- 2.5 To work with members to assist in their understanding and engagement of services and to provide them with appropriate support and advice in their roles as community leaders.
- 2.6 Formulating, reviewing, and developing corporate strategies and policies that reflect the objectives of the Council.
- 2.7 Ensuring health and safety is prioritised within the services managed and contributing to the Council's overall aim of delivering health and safety excellence.

To demonstrate commitment, vision, and leadership at a corporate level by:

- 2.8 Contributing significantly to transformational change across the Council and encouraging and supporting innovation in line with the Corporate Strategy.

- 2.9 Role modelling through own behaviours and actions a coaching and empowering approach to leadership to ensure the council is driven by a truly customer-focussed culture.
- 2.10 Supporting the ongoing development and promotion of a positive corporate culture and “one-council” approach which reflects our values.
- 2.11 Contributing to the development and implementation of a workforce development strategy aligned to the 21<sup>st</sup> century public servant.
- 2.12 Managing and developing employees and ensuring that they are consulted, empowered, valued and motivated.
- 2.13 Acting as an ambassador of the Council through promoting its vision for the Borough, acting in line with its values and building a positive corporate reputation in a range of external environments.
- 2.14 Ensuring that the principles of equality of opportunity are fully integrated and actively pursued within all areas of the Council's service provision and employment policies, practices, and procedures.
- 2.15 Initiating and developing links and partnerships with other local authorities, regional and national bodies, and other private/public/voluntary sector organisations as appropriate to achieve the Council's objectives.
- 2.16 All members of the Leadership Team are expected to take a share of statutory, legal, and corporate responsibilities. They may be required to undertake roles such as: Emergency Planning, Asbestos Duty Holder, Responsible Person for Legionella, and provide cover out of hours as required.
- 2.17 Any other reasonable duties as requested by your manager, consistent with the general level of responsibility of the post.

### **3. CORPORATE RESPONSIBILITIES**

All staff must act within the Council's rules and follow all reasonable management requirements. These are contained within: The Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting  
Equality and Diversity  
Health and Safety  
Risk Management  
Anti- Fraud  
Data Quality and Data Protection  
Business Continuity  
Major Emergency Plan

Procurement and Contract Management  
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager.

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

**4. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS**

Refer to Person Specification attached.

**Signed as agreed:**

Manager

Date

Postholder

Date

## PERSON SPECIFICATION

### Chief Officer – Legal & Governance



For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Significant understanding and a successful track record of achievement in relevant service areas.	E	A/I
Professional Legal Qualification with practising certificate (Solicitor or Barrister) with evidence of continuing professional development.	E	D
Experience in leading complex services, including managing change and improving customer experience.	E	A/I/T
An ability to maintain a focus on strategic and long term issues by developing and driving a vision/strategic view and an awareness of organisational capacity to deliver effective results.	E	A/I
First class people management skills including a track record of developing and nurturing talent.	E	A/I
An ability to innovate and lead in the transformation of service delivery. To include project management of cross-team initiatives.	E	A/I
Proven commercial acumen and able to learn from best practice to implement new service delivery models and generate income.	E	A/I
Able to communicate effectively and appropriately to meet the needs of different audiences.	E	A/I/T
Able to forge effective, professional working relationships with other council departments and external partners.	E	A/I
Demonstrable understanding of equality of opportunity in both service delivery and employment.	E	A/I
A commitment to work within our CAN DO values and embed these in the culture of the workforce.	E	A, I
Excellent written skills to formulate reports, policies and other documentation on complex issues	E	A/T
Knowledge of the particular challenges facing Rugby in relation to the relevant service areas	D	I
A proven record of working effectively within a political environment, providing clear, balanced advice and guidance	D	I
To exert influence upon and successfully negotiate with others within complex and sometimes competing environments	E	A/I
Application	A	
Interview	I	
Test (written, presentation, practical – eg word processing)	T	
References	R	
Documentary – eg certificates	D	