

# RUGBY BOROUGH COUNCIL

## JOB PROFILE

<b>Post No.</b>	
<b>Post Title:</b>	Legal & Governance Manager
<b>Unit/Team:</b>	Legal Services Team
<b>Grade:</b>	Grade I
<b>Service:</b>	Legal & Governance
<b>Reports to:</b>	Chief Officer - Legal & Governance
<b>Issue Date:</b>	July 2024

### PURPOSE OF THE JOB

Provide comprehensive legal advice to the Council and undertake the legal representation at Council, Cabinet, committees, Member meetings, working groups, task and finish groups, panels, and third party/stakeholder meetings as required.

Responsible for the management of the Legal Services Team providing guidance and support to team members.

Supporting the Chief Officer - Legal & Governance in the areas across the section which shall arise in the capacity of the role of Deputy Monitoring Officer, Deputy Returning Officer and Deputy Electoral Registration Officer as required.

The role will act as Deputy Monitoring Officer for the Council.

Upon appointment by the Returning Officer/Electoral Registration Officer and as and when required this role will usually act as the Deputy Returning Officer/Deputy Electoral Registration Officer for the Council.

### 1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 To be responsible for the management and development of the Legal Services Team.
- 1.2 Advising the Council on all aspects of local government law including, but not limited, to licensing, planning, housing, property and environment. Supporting the Council on procurement, data protection, freedom of information and environmental information matters.
- 1.3 Advising and supporting the Council on governance, monitoring and constitutional matters.

- 1.4 Drafting legal contracts and agreements associated with the work of the Council.
- 1.5 Advising Council, Cabinet, committees, Member meetings, working groups, task and finish groups, panels, individual Members, the Executive Director, the Deputy Executive Director, Chief Officers and all other Council staff in connection with any legal matter affecting the interests of the Council.
- 1.6 Prepare and conduct legal proceedings including advocacy in the criminal and civil courts, tribunals and with the planning inspectorate as and when required.
- 1.7 Ensuring the work of the Legal Services Team meets legal best practice and meets the needs of the Council.
- 1.8 Monitoring the performance of the Legal Services Team and improving processes to ensure good service delivery to our customers and improving efficiency.
- 1.9 Supporting the Chief Officer - Legal & Governance on advising areas across the Legal & Governance section.
- 1.10 Advising on matters relating to the role of Deputy Returning Officer/Deputy Electoral Registration Officer as required.
- 1.11 Monitoring and approving expenditure from the Legal Services Team budget together with the review of that budget.
- 1.12 To investigate opportunities for service improvement in respect of both internal and external services and work with Council Officers to ensure delivery of fit for purpose services.
- 1.13 Upon appointment as Deputy Returning Officer and as and when required to support the Returning Officer in the discharge of electoral duties.
- 1.14 Upon appointment as Deputy Electoral Registration Officer and as and when required to support the Electoral Registration Officer in the discharge of electoral duties.
- 1.15 Seek to support the Chief Officer - Legal & Governance in the promotion and incorporation of the Council's values.
- 1.16 Taking a lead on policy development formulation and assisting where necessary the Chief Officer - Legal & Governance.

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

- 2.1 Attending Council, Cabinet, committees, Member meetings, working groups, task and finish groups and panels.
- 2.2 Representing the Council at third party/stakeholder meetings as required.

- 2.3 Advising and supporting Parish Councils on governance, monitoring and constitutional matters where appropriate.
- 2.4 Any other reasonable duties as requested by your manager in line with your skills and knowledge.

### **3. SUPERVISORY RESPONSIBILITIES**

Management of the Legal Services Team which includes, but is not limited to, Senior Legal Officers, Legal Officers and any trainees or apprentices from time to time.

### **4. FINANCIAL RESPONSIBILITIES**

- 4.1 Responsible for budgets and contracts for the Legal Services Team.
- 4.2 Sign petty cash claims and authorise orders/invoices on Agresso up to £5000.

### **5. RESPONSIBILITY FOR ASSETS AND DATA**

- 5.1 Responsibility for the safeguarding and confidentiality of legal information and documentation.
- 5.2 Responsibility for legal and case management systems used in the team's work.

### **6. EXTENT OF PUBLIC CONTACT**

The post deals with working and liaising with:-

Officers of other Local Authorities, other public sector and not-for-profit organisations, central and regional government, other professionals such as solicitors, barristers and planning consultants, members of the Council and Parish Councils and some limited contact with members of the public. The nature of the contact is in representing and advising the Council, Monitoring duties, negotiating terms of agreements/contracts, attending court and dealing with enquiries.

### **7. WORKING CONDITIONS AND ENVIRONMENT**

Office based/agile working.

This post requires flexibility with respect to litigation and advocacy in view of the unpredictable nature of such work and the timing of cases. This may involve out of hours work in preparation, travel and attendance. Emergency applications for injunctions require similar flexibility.

Attendance at meetings of Councillors is normally early evening, again being out of normal working hours and requiring flexibility.

**8. CORPORATE RESPONSIBILITIES**

All staff have to 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.

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

Refer to Person Specification attached.

<b>Signed as agreed:</b>	
Postholder	Date

## PERSON SPECIFICATION

### Post: Legal & Governance Manager



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
Professional Legal Qualification such as a Solicitor, Barrister or FCILEX with minimum 5 years post-qualification legal experience and commitment to continuing professional development training	E	AD
Excellent people management skills, including motivating and developing the team	E	AIT
Must have good verbal communication skills, including listening skills and presentation skills	E	AI
Knowledge of Local Government law related to the Council's functions including: procurement, committee procedure and code of conduct for officers and members	E	AIR
Experience of governance and deputy monitoring officer or monitoring officer role	D	AI
Ability to build effective relationships with a variety of people including Councillors, officers and other professionals	E	AI
Good written communication skills eg for drafting reports and contracts and land documents	E	AT
Problem solving & decision making skills	E	AIT
Flexible approach to work and able to adapt to change	E	AI
Excellent organisational skills	E	AI
Advocacy experience in courts, tribunals or planning or other regulatory proceedings	E	AIR
Valid full driving licence and access to own vehicle	E	A,D
IT Skills	E	AI
A commitment to work within our CAN DO values	E	A, I
Knowledge and experience of legal research including on-line resources	E	AI
Organisational awareness and political protocols	D	A, I
Local Government experience	D	A,
Experience of maintaining or monitoring financial budgets and performance data	D	A, I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D