

# Cambridgeshire County Council

## Job Description

Job Title      Service Director: Legal and Governance

Grade          Director C

### Overall purpose of the job

Working with the Chief Executive and senior leadership team, the role will:-

- Lead a high quality team delivering a broad range of governance to the Council, including legal services, governance advice and support to the Council's members. Provide direct management of the Legal Service at PCC and responsible for commissioning legal services for CCC from LGSS Law Ltd.
- Act as the Monitoring Officer for both Peterborough City Council and Cambridgeshire County Council.
- Be a fully participating member of the council's respective senior management teams (CMT Peterborough & SMT Cambridgeshire) driving strategy and performance and identifying, and championing the delivery of the council's vision and strategy with lead politicians, partners, community representatives, SMT/CMT colleagues, and all employees.
- Ensure that the Council's statutory requirements and democratic processes are delivered efficiently and effectively, and both Council's activities are conducted in a lawful and transparent manner.

### Job Context

- The services all play a central role in contributing to the good governance of the Council. The post holder's responsibility as the Monitoring Officer enhances the role as the leader of the service areas, in that the post holder is personally responsible for ensuring that neither Peterborough City Council or Cambridgeshire County Council, nor its members or its officers operate in a way that is, or could be, illegal, or amount to maladministration.
- The post holder will need to operate in a political environment across two different organisations with four different political groups – being aware of and taking into account political considerations when giving advice, yet remaining politically neutral at all times.

## Main accountabilities

1.	<ul style="list-style-type: none"> <li>● To fulfil all the statutory Monitoring Officer duties and responsibilities for both authorities particularly: <ul style="list-style-type: none"> <li>○ Maintain an up-to-date version of the Constitution and make sure it is widely available to Members, officers and the public;</li> <li>○ Report to the Council (or the Executive in relation to an Executive function) if any proposal, decision or failure could give rise to unlawfulness or maladministration;</li> <li>○ Promote and maintain high standards of conduct by providing support to the Audit Committee including reports and recommendations;</li> <li>○ Make sure the Executive's decisions (together with the reasons for those decisions) reports, and background papers are made available to the public as soon as possible;</li> <li>○ Confirm whether or not the Executive's decisions are in keeping with the Budget and Policy Framework;</li> <li>○ Give Members advice on both authorities to take decisions and on maladministration, financial irregularities, guiding principles, and the Budget and major Policy Framework;</li> </ul> </li> <li>● To ensure the provision of high quality advice (legal &amp; governance) to officers and members to enable them to achieve corporate priorities, and in particular support to Cabinet members and SMT/CMT colleagues in this context.</li> <li>● To be both 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.</li> <li>● To personally advise Council and Cabinet meetings and other meetings as required.</li> <li>● 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 both Councils and city's image and reputation.</li> <li>● 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)</li> <li>● To implement performance management of the teams and secure continuous improvement and efficiencies within diminishing resources and changing demands.</li> <li>● To translate both Council's strategic priorities into appropriate service plans for the department and oversee the execution, review and improvement of these plans.</li> <li>● 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.</li> </ul>

2.	<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Lead a joint Departmental Management Team, supporting it to effectively manage the resources of the team (within budget) and ensure delivery of corporate priorities and client requirements.</li> <li>• 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.</li> <li>• 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.</li> <li>• Actively encourage innovation and creativity across the services managed, pushing boundaries to improve efficiency, provide value for money and achieve new ways of working.</li> <li>•</li> </ul>
3.	<p><b>Performance and Risk Management</b></p> <ul style="list-style-type: none"> <li>• Develop and implement performance and outcome management of the services managed and commissioned to achieve both Council's strategic priorities in terms of partnership working and collaboration, the quality of engagement with local communities and businesses, significantly increasing both Council's visibility as a strong strategic leader and catalyst for investment.</li> <li>• Evaluate, review and report performance to members, stakeholders and auditors (internal and external).</li> <li>• Ensure full compliance with the relevant legal, financial and procurement requirements and frameworks across the Council.</li> </ul>
4.	<p><b>Financial Management</b></p> <p>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.</p>
5.	<p><b>Areas of Responsibility</b></p> <ul style="list-style-type: none"> <li>• Providing advice to Cabinet, Committees and Full Council and supporting meetings.</li> <li>• Strategic/Corporate Management Team member, actively contributing to the strategic development of both Councils as a whole.</li> <li>• Lead internal legal adviser on a number of high profile, high risk projects.</li> <li>• Legal Services for Peterborough and Cambridgeshire Councils – commissioning legal services for Cambridgeshire from LGSS Law Ltd.</li> <li>• Democratic and Constitutional Services for Peterborough.</li> </ul>

- Scrutiny services.
- Electoral Services.
- Members Services for Peterborough
- Civic Office and Mayoral Support.
- School admission appeals, exclusion and transport appeals.
- Local Land Charges.
- Data Protection and Freedom of Information provision.

As Monitoring Officer, the post holder is personally responsible and does not report to anyone in this capacity (the role being a statutory role under s5 of the Local Government & Housing Act 1989, and one of the three posts every council is legally required to appoint).

#### **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.

### **Person Specification**

#### **Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

<b>Qualifications Required</b>	<b>Subject</b>	<b>Essential/ Desirable</b>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	Any discipline that is relevant to the role.	Essential
Higher degree and / or professional Qualification	Relevant to requirements of role.	Desirable
	Evidence of continued professional development	Essential

Minimum levels of knowledge, skills and experience required for this job:

<b>Knowledge</b>		<b><i>Essential/ Desirable</i></b>
Political and Environmental Awareness	A detailed understanding of the workings of local government, the challenges and opportunities currently facing it, and the needs of citizens.	Essential
Thorough knowledge and understanding of local government and of statutory, regulatory and ethical frameworks.		Essential
An understanding of the financial framework governing local authority activities.		Essential
An understanding of the contemporary public change agenda.		Essential
<b>Skills</b>		
Leadership	<p>Must be able to demonstrate a passion for making a difference, an appetite to address challenges and an ability to empower and motivate a dedicated and diverse leadership team and wider workforce.</p> <p>Excellent leadership skills, which encourage commitment from others and promote a positive, motivated organisational culture.</p>	Essential

Strategic Thinking	<p>Clarity of thought, the ability to think strategically and translate concepts and ideas into meaningful plans and actions.</p> <p>Strategic and logical thinker and decision-maker able to provide practical and creative solutions to the management of partnership, corporate and directorate issues.</p> <p>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.</p>	Essential
Judgement and Decision Making	Demonstrable evidence of policy judgement, political awareness and astuteness.	Essential
Communication	<p>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.</p> <p>An ability to relate to and win the confidence, trust and respect of Members colleagues, partners and the wider community.</p>	Essential
Resilience	Strong self-belief, confident in explaining decisions whilst overcoming barriers to implementation.	Essential
Engaging Others	The ability to convey a shared sense of purpose and direction, enabling staff and others to engage with, understand and contribute to the successful delivery of the Council's objectives.	Essential
Negotiation	Excellent negotiation skills and an ability to influence outcomes through reasoning, persuasion and tact	Essential
Finance	Strong financial and budgetary awareness with the ability to manage finance and wider resources within a	Essential

	strong performance management culture.	
<b>Experience</b>		
Leadership	<p>Evidence of high level of achievement as a senior manager in a complex legal service environment which incorporates decision making, strategic and business planning.</p> <p>Proven track record of leading strategic policy formulation, decision making and resource allocation and of problem solving and meeting objectives at a corporate level.</p>	Essential
Political	<p>Demonstrated ability to advise members on policy options, determine priorities and to communicate a clearly recommended way forward.</p> <p>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.</p>	Essential
Management	Experience of developing high performing specialist teams and recognising and developing talent	Essential
Partnership Working	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.	Essential
Delivering Outcomes	Proven ability of successful engagement with senior stakeholders to achieve desired outcomes. Able to demonstrate awareness of business and organisational sensitivities and	Essential

	reflect this in approaches to resolving issues and problem solving.	
Financial Skills	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.	Essential
Diversity	Evidence of personal commitment to diversity in the workplace and in the shaping of service outcomes.	Essential
Performance management & Service Improvement	<p>Experience of driving performance management using appropriate quality and management methods and models to deliver efficient and effective services through collaborative working.</p> <p>Demonstrated evidence of significant service improvement through managing change including staff engagement, capacity building, workforce modernisation and organisational reform.</p>	Essential