

## Role Profile

<b>Role Title:</b>	Head of Legal Services and Monitoring Officer
<b>Reporting To:</b>	This role reports to the Director of Corporate Services
<b>Role Purpose:</b> <i>Why the role exists and its contribution</i>	<p>To serve as principal legal adviser, anticipating risks and protecting the council in the exercise of its activities and statutory duties. Responsible for the provision of legal advice and services to the council either directly or commissioned from external providers.</p> <p>To be the Monitoring Officer for the Council, leading, developing and delivering a sound Corporate Governance framework.</p> <p>To lead and manage the delivery of Legal Services, Democratic &amp; Elections Services and Information governance.</p> <p>To manage such other areas that may be allocated from time to time.</p> <p>As a member of the Corporate Leadership Team, contribute to the achievement of the Council's vision, values and priorities.</p>

## Role Specification

*What the role holder needs to do to achieve the role purpose*

Key Responsibilities	Key Elements
1. <b>Legal Services</b>	<ul style="list-style-type: none"> <li>Legal advice for Councillors, Directors and all Service Managers for decision making and on the implementation of new legislation</li> <li>To draft reports and assist in the interpretation of complex legal documents, notices, Agreements, Transfers/ Leases and Licences</li> <li>Supervise and carry out legal work including conveyancing, litigation, advocacy, contracts and agreements and notices</li> <li>Legal responsibilities as delegated under the Constitution and associated Policies</li> <li>To ensure that Councillors and Officers are updated on key developments in local government law, new legislation and government guidance, including the preparation of clear and concise briefing notes as required.</li> <li>To ensure that legal implications are prepared where appropriate on draft committee and other reports for the Council's committees and Leadership Team</li> </ul>
2. <b>Monitoring Officer and Governance</b>	<ul style="list-style-type: none"> <li>Develop processes and systems ensuring the lawfulness of the Council, ensuring that its corporate governance framework is sound and delivers good decision making so as to engender trust and confidence in the propriety of the Council, its members and officers</li> <li>Lead the process for member conduct ensuring impartial and independent review of complaints</li> <li>Lead officer for dealing with complaints of maladministration by the Ombudsman</li> <li>To maintain registers of members interests and gifts &amp; hospitality</li> </ul>

	<ul style="list-style-type: none"> <li>• To act as Senior Information Risk Officer and ensure information governance processes are in accordance with statutory and corporate requirements</li> <li>• Advise the council, Councillors, Committees and the management team on issues of legality, conduct, the Constitution and Policy</li> <li>• To advise and attend meetings of the council including full Council, Committees and any other meetings as required</li> <li>• Act as lead advisor to the Council's Standards and Constitution Committee, including driving forward its agenda and preparing reports</li> <li>• Act as the council's Anti-Money Laundering Officer</li> <li>• Ensure that the Council acts legally, within the terms of its Constitution and Standing Orders</li> </ul>
<b>3. Committee Administration and Electoral Services</b>	<ul style="list-style-type: none"> <li>• To act as Deputy Returning Officer on all ballots and elections</li> <li>• Oversee all electoral matters, including the organisation of elections, and the compilation and maintenance of the electoral register and providing support and advice to the Returning Officer</li> <li>• Supervise the Democratic Services function and provide advice and support to the Democratic Services team on matters of administrative law and procedure</li> <li>• Oversee the administration of meetings of the Council, its committees and working groups, including attending and providing procedural advice at meetings as required</li> <li>• Oversee the work of the Scrutiny Officer, in relation to service reviews, call-in and other activities</li> </ul>
<b>4. Managing People</b>	<ul style="list-style-type: none"> <li>• Responsible for the management of staff in the Legal and Democratic Services (including Electoral Services) Teams</li> <li>• Responsible for recruitment, training and development of staff in those teams</li> <li>• Oversee the appraisal and performance management of all staff in those teams</li> </ul>
<b>5. Performance Management</b>	<ul style="list-style-type: none"> <li>• Lead on service planning for the Legal and Democratic Services teams, monitoring and reviewing of the budgets and other resources, ensuring there is a cost effective medium term plan which meets the Council's financial and performance targets</li> <li>• Manage corporate projects where designated as lead officer</li> <li>• Deliver strategic and operational plans to achieve the Corporate Strategy objectives by contributing to the Council's internal processes and systems ensuring that they are effective and responsive</li> </ul>

The key decision making areas in the role	
<ul style="list-style-type: none"> <li>• Legal advice to council, Councillors and Leadership Team</li> <li>• Advice and action as Monitoring Officer</li> <li>• Advice and action as Deputy Returning Officer</li> <li>• Decisions on resources, expenses and income budgets for their teams</li> <li>• Decisions on contracts and agreements</li> <li>• Advice on information governance and data protection</li> </ul>	

The numerical measures in the role (if applicable)	
Financial	Non-financial
<ul style="list-style-type: none"> <li>• Salary budget £550k</li> <li>• Non salary budgets £250k</li> </ul>	<ul style="list-style-type: none"> <li>• Management of 8 staff including 3 democratic Services, 2 electoral services, 2 legal staff and 1 data protection officer</li> </ul>