

Annex 1 – JD Director Governance and Development (Monitoring Officer)

Job title:	Director – Governance and Development (Monitoring Officer)	Location:	Witney
Reports to:	Chief Executive	Working hours:	37 per week
Job number:		Salary	tbc
Supervises:			
Purpose:	<p>The Director is responsible for the corporate management of a range of Council services providing strategic policy direction and leadership. They support the Cabinet and Management Team, to achieve the aims and desired outcomes of the Council, West Oxfordshire communities and partners.</p> <p>Together with the Chief Executive and Deputy Chief Executive the Director provides a strategic link between the desired outcomes of the Council and the strategic and operational management within the Council’s service delivery companies, particularly Public Group Support Ltd and Ubico Ltd. These statutory officers are responsible for monitoring the performance of the two Council owned companies and advising the Council accordingly.</p> <p>This role also fulfils the statutory role of the Monitoring Officer for the Council.</p>		
Key responsibilities:	<ul style="list-style-type: none"> • Work jointly with Chief Executive and Deputy Chief Executive as a member of the Management Team to achieve the Council’s priorities and goals; • Develop effective partnerships and collaborative working in order to achieve the Council’s vision; • Develop an innovative and commercial approach across the Council and within your specific service areas; • Champion continuous improvement and transformation of your services using systems thinking or other evidence based principles around customer/client purpose; • Take joint responsibility as part of the management team for delivering the whole Council budget and savings/revenue generation targets. <p>This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.</p> <p>Specific service areas which are the responsibility/oversight for this post are:</p> <ul style="list-style-type: none"> • Legal services • Democratic Services • Member development • Supporting the Elections team and processes <p>As Director – Governance and Development, the post holder will be responsible for ensuring that:</p>		

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- 1) The Council has effective corporate governance arrangements in place through the leadership and management of a range of corporate services. The post holder will discharge the statutory duties of the Monitoring Officer, and if appropriately qualified, support the Head of Legal Services & Deputy Monitoring Officer(s) with the provision of legal advice. This will ensure that the Council fulfils its lawful obligations, statutory duties, and performs its functions and activities in accordance with the law and the principles of good governance.
- 2) There is an effective, robust and ongoing process and programme of elected member training and development in place to ensure members are best placed to serve the council. This will include taking a 'lead officer' role working closely with the Head of Legal Services & Deputy Monitoring Officer(s), Business Manager Democratic Services, Cabinet and Committee Chairs, to ensure effective measures are put in place.

General Accountabilities

- Provide advice and recommendations to the Management Team and elected Members on significant policy decisions or complex and contentious matters within the post holder's service areas and areas of expertise;
- Along with the Chief Executive and Deputy Chief Executive, take direct ownership for the delivery of a number of specific Corporate Plan priorities;
- Develop relationships both internally and externally to maximise opportunities for collaboration and integration;
- Contribute to the corporate management of the strategic risks facing the council;
- Represent the council at regional/national level within your services areas and areas of expertise;
- Promote and exemplify robust decision making which is open, inclusive, flexible and responsive;
- Embed a culture that places customers first, adopts a can-do approach and focuses on good outcomes in our communities;
- Provide timely and appropriate legal advice and establishing legal frameworks and procedures to regulate its decision making and ensuring that the Council and its Officers act lawfully and that the Council has an ethical framework so as to maintain high standards of conduct.
- Ensure the provision of efficient and effective management and administration of the decision making process of the Council, key partnerships and Committees and other meetings as required. Monitor and provide advice on the Constitution and Standing Orders and ensure that the Council operates its decision making in accordance with these and relevant legislation.
- Provide the Council, Cabinet, Committees, Members and Officers with support and advice on democratic, governance and legal matters.

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- Provide and lead effective scrutiny of the Council and its partners, providing guidance, advice and research for members in fulfilling the scrutiny function.

Statutory responsibilities of this post:

This post has the statutory responsibility as Monitoring Officer, as defined by the Council's constitution to:

- Act as the Monitoring Officer in accordance with Section 5 of the Local Government Housing Act 1989 and the Constitution

In addition the post holder will:

- May be required to act as one of the Council's Deputy Returning Officers, as determined by the Chief Executive
- Act as the Senior Information Risk Owner for the Council (SIRO)
- Be the strategic legal advisor to Cabinet, Council and Management Team
- Ensure effective performance management arrangements are in place within Legal and Democratic Services to achieve the Council's corporate aims and compliance with statutory and locally agreed performance indicators.
- Lead the development, delivery and on-going review and communication of legal and democratic processes, aligned with the Vision, Aims and Priorities of the Council as set out in the Council Plan.
- Ensure that services are designed to deliver the Council's Vision, Values and Priorities as set out in the Council Plan with the community of the West Oxfordshire District placed firmly at the centre of this Vision.
- Facilitate and enable related transformational change across the organisation through timely and relevant activities and interventions.
- Work to add value to, and be a valued member of the team, and to be valued by customers
- The post holder is responsible to maintain a safe working environment and ensure as reasonably practicable that safe working practices are adopted by employees within this work environment
- Work in compliance with the Codes of Conduct, Regulations and policies
- Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information.

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<p>Essential requirements, qualifications, skills and abilities:</p>	<p>Qualifications In addition to the qualifications, knowledge, and skills required for roles at this level, this role requires:</p> <ul style="list-style-type: none"> • Postgraduate degree in a related discipline or equivalent relevant experience; • Evidence of post qualification personal and professional continued development;
	<p>Experience</p> <ul style="list-style-type: none"> • Substantial experience of providing strategic legal/governance advice to a large and diverse organisation. <p>Skills</p> <ul style="list-style-type: none"> • Good level of IT skills - MS Office • Communicates effectively at all levels (excellent verbal and written skills) • Achieves results through others • Is customer focussed, responsive, and co-operative with customers • Is proactive and self-motivated • Prioritises and meets tight deadlines • Is flexible • Works together with employees, colleagues and customers to resolve problems and implement change initiatives • Ability to maintain confidentiality in accordance with Data Protection
<p>Desirable requirements qualifications, skills and abilities:</p>	<ul style="list-style-type: none"> • Qualification to practice as a Solicitor or Barrister • Experience of working within the local government/public sector environment
<p>Special conditions:</p>	<ul style="list-style-type: none"> • There may be a requirement to work at other locations to meet the needs of the business. • Expected to work reasonable additional hours in line with the needs of the service • You will need use of a car for work purposes.