



Job Description:

Assistant Director: Law and Governance (Monitoring Officer)

Job Grade: HS1 - D2 (£79,259 - £92,854)

Job Purpose:

Lead, co-ordinate and manage the law and governance functions of the Council.

Key Accountabilities:

- Act as the Council's statutory Monitoring Officer (Local Government Act requirements) to ensure that the Council, its Officers, and its Elected Members, maintain the highest standards of conduct in all they do, and report any matters that are likely to be illegal or amount to maladministration.
- Responsible for the operation of the Council's Constitution.
- Provide strategic and professional advice on legal, constitutional and corporate governance issues.
- Promote and ensure compliance with corporate governance.
- Ensure effective management of Council resources in accordance with best practice and the Constitution to meet needs of stakeholders and delivery of the Wirral Plan.
- Act as the strategic legal advisor in the development of business plans for services as they transition.
- Lead and manage legal and governance strategies to ensure that the Council has the capacity to deliver its current and future objectives.
- Act as the Council's key liaison with the Electoral Commission and Boundary Commission.
- Manage and provide advice and assistance to members on the Members' Standards Code of Conduct (statutory obligations).
- Manage the budget associated with this post. The budget will be set out in the Accountability statement.

- Manage Senior Managers and Officers who report to this post.

Knowledge:

- Full membership of the Chartered Institute of Legal Executives (CILEx) or equivalent.
- Knowledge of 'current thinking' and approaches relating to strategic law and governance.

Experience:

- Experience in successfully leading the delivery of legal and governance strategies in a large complex environment.
- Experience of establishing robust systems for the delivery of effective legal, constitutional and governance management.
- Experience of establishing and building effective partnership arrangements.
- Experience of working at a senior level, influencing and advising on strategic law and governance matters.
- Experience of working at a senior level that requires a high level of strategic awareness.

Skills:

- Strong interpersonal skills with the ability to negotiate, influence and generate confidence, trust and respect.
- Ability to demonstrate resilience and flexibility of approach and manage uncertainty and ambiguity for themselves and others.
- Ability to identify and implement effective governance systems and constitutional arrangements.
- Ability to develop and encourage innovative ideas to drive improvement.
- Ability to identify appropriate legal trends and developments to maximise opportunities and realise improvements and efficiencies.
- Resilient, tenacious and outcome focussed.
- Ability to respond quickly and innovatively to manage and enhance reputation.

Benchmarking

Council:	Title:	Salary (£):
Oxford City Council	Head of Law & Governance	£90k
York City Council	Assistant Director: Legal and Governance	£75,618
Ashford Borough Council	Director: Law and Governance	£87,462
Basingstoke and Deane Metropolitan Borough Council	Head of Law and Governance	£89,246-91,618
Barnsley Metropolitan Borough Council	Director: Legal and Governance	£100,000
Sunderland City Council	Head of Law and Governance	£100,926
Oxfordshire County Council	Director of Law and Governance	£122,412
Kent County Council	Director of Governance and Law	£156,000