

## JOB DESCRIPTION

<b>JOB TITLE</b>	DIRECTOR OF LAW & GOVERNANCE
<b>GRADE</b>	D2-D1
<b>REPORTING TO</b>	CHIEF EXECUTIVE
<b>JD REF</b>	

## PURPOSE

- To act as the Council's statutory Monitoring Officer 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.
- To support the election and committee processes and to promote and maintain high standards for conduct by Council Members, officers, partners and contractors.
- To ensure that, in the delivery of its services, the Council is compliant with relevant law, frameworks, guidance, policies and procedures – identifying issues of non-compliance and, where this is the case, ensuring that the appropriate remediation is undertaken.

## MAIN DUTIES AND RESPONSIBILITIES

- To inform, support and advise Members of the Council so that they can perform their executive, scrutiny and representational responsibilities and ensure that decisions are appropriately informed and services delivered according to Council priorities
- To be responsible for the operation of the Council's Constitution
- To provide strategic and professional advice on legal, constitutional and corporate governance issues.
- To promote and ensure compliance with corporate governance.
- To 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.
- To lead and manage legal and governance strategies to ensure that the Council delivers its plans for reform.
- To 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.
- Manage the team who report to this post and provide wider leadership as a corporate director of the Council.
- As part of the SLT, drive significant cultural change through the Council working with partners in a modern and proactive way.
- As a director of the Council meet all legal responsibilities in relation to the health and safety obligations set out in the Council's health and safety policy.

## ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

- 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 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 that enable reform.
- Experience of working at a senior level that requires a high level of strategic awareness.
- 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 identify appropriate legal trends and developments to maximise opportunities and realise improvements and efficiencies.
- Ability to respond quickly and innovatively to manage and enhance reputation.

## DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

- Experience of delivering large scale organisational change.
- Able to drive change through others using project management methodology on behalf of the wider organisation.

## ADDITIONAL INFORMATION

The postholder must be able to travel across the borough

Able to work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.



DATE OF APPROVAL:

APPROVED BY:

