

Job description and specification

Job Title:	HEAD OF LEGAL SERVICES (Deputy Monitoring Officer)
Service:	Governance & Legal Services
Grade:	SMG
Reports to:	Director of Governance & Legal Services

Your job

To lead the Council's internal legal department for Cheshire East Council supporting the Director of Governance & Compliance.

To be the Council's Deputy Monitoring Officer in support of the Director of Governance & Compliance.

Manage the Council's Legal Services team

Support sound democratic decision making, good and effective governance, and openness/access to information.

To ensure timely advice to officers and report authors on all legal matters relating to service developments, policy matters and decision making.

To deliver effective arrangements for the management of member complaints and complaints in relation to protected officers.

To support effective governance procedures and decision making processes are adhered to across the Council.

To deputise for the Monitoring Officer in ensuring all Council/Cabinet meetings are effectively resourced and decisions recorded compliantly.

In this job you will

- You will be responsible for setting and documenting service standards, in consultation with Principal Professional Advisors, which allow staff within the remit to be responsive to the needs and aspirations of council services, users, residents, ASDV's and local businesses, within defined Borough-wide parameters.
- You will manage and maintain service structures, methods of delivery, operating procedures and "rules of engagement" (Legal Services) within the remit, which define the required behaviours and best practice of managers and staff, and to ensure that agreed standards are met consistently.

- You will be responsible for ensuring that services/functions within the remit are delivered within and to budget, and to set and manage appropriate financial and other controls, which enable decisions to be made directly and quickly at the frontline (within agreed delegated authority).
- You will manage all aspects of service, teams and individual staff performance including use of resources, against agreed shared and personal targets.
- You will be accountable for the performance and use of resources of, a range of defined related functions and activities, as the main (but not exclusive) area of focus of the role.
- You will oversee efficient and effective services/projects/initiatives, through a range of direct delivery, innovative partnerships, and commercial arrangements (including social enterprises).
- You will be responsible for actively reviewing all services within the remit to ensure that they continue to be delivered in the most efficient and effective way, including outsourcing, co-sourcing, or insourcing for future delivery.

Statutory Functions when deputising for the Monitoring Officer:

- You will report formally on contraventions or likely contraventions of any enactment or rule of law.
- You will report on any maladministration or injustice, where the Ombudsman has carried out an investigation.
- You will report on the sufficiency of resources.
- You will establish and maintain the Register of Members' interests, gifts and hospitality.
- You will receive copies of certificates under the Local Authorities (Contracts) Regulations 1997.
- You will promote, support and maintain high standards of conduct by Elected Members and Officers, under the appropriate Codes of Conduct and ethical principles.
- You will undertake the initial assessment of code of conduct complaints against members.
- You will conduct investigations into misconduct by elected Members.

From time to time you may be asked to undertake work as may be determined by the Executive Director of Corporate Services. This will be up to or at a level that is consistent with your job role. This supports our joint commitment in our employee deal to work together as one team and one council to deliver the best service for our customers and communities.

In this job you will need

You must be able to demonstrate the following essential requirements:

- A degree (or equivalent) level qualification and qualified as a Solicitor or Barrister.
- Demonstrable knowledge of governance and compliance frameworks delivered through professionally qualified teams.
- In depth and up to date knowledge of Local Government legislation and national and local developments affecting Local Authorities.
- Evidence of formal post graduate management development.
- Evidence of ongoing professional development.
- Balance of commercial and local authority experience.

Our culture

For us, it is not just about our achievements as an organisation, but about how we do it. At Cheshire East Council we are working for a brighter future together –

- **We have a shared purpose**
- **We are supported and well led**
- **We are treated fairly and highly valued**
- **We succeed together**

This is all underpinned in our employee deal and everyone is expected to uphold their commitments by living by our values and demonstrating our behaviours.

Our values

Flexibility: adaptable, open to learning and resilient

Innovation: creative, challenges convention and always looks to improve

Responsibility: delivers on promises, efficient and has integrity

Service: listens, delivers quality, is reliable and enables others

Teamwork: respectful, inclusive and contributes at all levels

Employee deal

Our COMMITMENT

Shared purpose

- Provide a safe and positive working environment
- Setting clear performance objectives with realistic timescales for delivery
- Having fair and efficient policies and procedures in place and applying them consistently
- Listen, respond and act appropriately when you tell us about something that is inappropriate or wrong

Well led

- Provide honest, respectful and responsible leadership
- Be fair, consistent and timely in our decision making
- Work with you, enabling you to do your best work every day with the right resources, tools and technology

Valued people

- Have regular, useful team meetings, keep you informed and provide an opportunity for everyone to share their views
- Treat you as individuals, be respectful, flexible and supportive
- Care for your health and well-being
- Provide you with regular, meaningful and constructive feedback on your performance through one-to-ones and performance review meetings

Succeeding together

- Offer you opportunities for learning and developing
- Recognise and value your hard work and contribution
- Work together as one team and one council to deliver the best service for our customers and communities

Your COMMITMENT

Shared purpose

- Bring a positive and can do attitude into work
- Be proactive and always responsive to our customers and communities
- Work responsibly and ask for help if you need it
- Tell us if you see or experience anything that is inappropriate or wrong

Well led

- Be honest and reliable
- Get involved, keep informed, make suggestions and share your ideas
- Embrace technology and new ways of working

Valued people

- Participate fully and make helpful contributions to team meetings
- Be respectful of others and work flexibly and collaboratively with colleagues and partners
- Care for your health and well-being enabling you to maximise your attendance at work
- Value helpful constructive feedback and act upon it

Succeeding together

- Take the opportunity to learn and develop
- Be supportive and appreciate others
- Work together as one team and one council to deliver the best service for our customers and communities

Working for a brighter future together

