

Role Profile Addendum

Job Title:	Director of Law & Governance (Monitoring Officer)
Directorate:	Resources
Service area:	Corporate Services Leadership Team

Specific responsibilities associated with this position

The Director – Law & Governance (Monitoring Officer) provides strategic and organisational leadership across the Council's legal, democratic, regulatory and governance functions. The role ensures that the Council operates lawfully, ethically, transparently and in accordance with statutory frameworks, while contributing to corporate strategy and shaping long-term organisational direction.

Act as the Council's statutory Monitoring Officer (Local Government and Housing Act 1989) to ensure the Council, its officers and members, maintain the highest standards of conduct and act lawfully and in accordance with the adopted governance and decision making framework

Provide strategic legal and governance advice at a corporate level in respect of major decisions; statutory obligations and regulatory matters

Ensure the provision of a high quality legal service to the Council through the in-house team and through commissioning external advice

Lead and manage the following functions:

- Legal Services
- Information Governance
- Democratic and Members Support;
- Mayoralty/Civic
- Elections and Electoral Registration Services
- Registration Services
- Local Land Charges

Maintain, monitor and review the Council's Constitution and decision making framework to ensure it enables effective, transparent and efficient decision making. Provide advice and support to all elected members to enable members to fulfil their ward role and any other role to which they have been appointed by the Council

Ensure all members understand their obligations in respect of registration and declaration of interests, and the Council's Code of Conduct, and to effectively manage the arrangements for dealing with complaints against elected members

Ensure robust performance management exists within the Law & Governance Directorate and drive service improvement, creativity, innovation and new ways of

working, and ensure the strategic vision is translated into agreed objectives and operational plans

Operate effectively within a framework of partnerships at a national, sub-regional and local level

Achieve and maintain a high level of staff engagement, motivation and clarity as to roles, responsibilities and lead an effective and empowered workforce

Manage the directorate budget and resources efficiently and develop solutions to achieve effective value for money solutions to financial challenges

Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation

Establish meaningful departmental measures that ensure the continual improvement of the service in alignment with the corporate direction, priorities and values.

Specific person specification associated with this position

- Qualified solicitor with extensive post-qualification experience and ongoing professional development or extensive experience in a governance role.
- Significant experience leading large, complex services within political environments, including regular engagement with elected Members.
- Proven track record of delivering major organisational and cultural change projects with awareness of legal, governance and risk implications.
- Strong understanding of statutory and legislative frameworks affecting local government, governance, regulatory services, and democratic functions.
- Experience of leading diverse professional teams at senior level, with ability to shape culture, improve service quality, and deliver high-impact outcomes.
- Demonstrable political acumen, able to build trust, influence, negotiate and work constructively with senior stakeholders internally and externally.
- High-level financial and commercial awareness, enabling effective decision-making across a large directorate with multi-year planning responsibilities.

Use this section to identify other requirements for this position.

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