

<b>Post Title:</b>	Monitoring Officer
<b>Grade:</b>	SCP
<b>Response to:</b>	Head of Paid Service
<b>Responsible for:</b>	Overall management responsibility for the provision of a legal service for NECA

**Job Purpose:**

As a Member of the NECA Statutory Officers' Group to provide strategic and operational leadership in the development and delivery of the Authority's plans

To provide strategic leadership and management of effective and efficient legal services to NECA.

To be accountable and responsible for ensuring the highest quality of services are provided within the resources available that are responsive to the needs of internal and external customers.

To provide legal and commercial advice in respect of the delivery of the Strategic Economic Plan for the NECA area.

To undertake the role of Monitoring Officer for NECA.

**Main Duties and Responsibilities:**

1. To secure the provision of professional legal advice and guidance as required to NECA, the Leadership Board, its Committees, and Officers, relevant to the functions and duties of the authority.
2. To secure the proper and expeditious dispatch of the legal business of the Authority in accordance with the all legal and constitutional requirements.
3. To manage the legal resource in order to secure the provision of legal advice as required including the procurement of external legal advice and the development and management of Service Level Agreements with Constituent and other Authorities as required.
4. To personally undertake complex legal tasks including advice on the governance and Constitutional arrangements of NECA.
5. To represent the Council at Courts, Tribunals and other hearings and to undertake/supervise the preparation of the Council's case.
6. The preparation of reports for consideration by Members and officers, and attending and advising at meetings of the Authority including the Leadership

Board, Transport North East Committee, Overview and Scrutiny Committee and such other Committees and working groups as required.

7. To manage and develop any staff within the service and ensure appropriate levels of expertise, skills and abilities.
8. To manage day to day operational matters affecting the provision of a legal service for the Authority.
9. To allocate and monitor legal work.
10. To be responsible for strategic management and planning in respect of the legal service, including formulation and implementation of Service Business Plan objectives as required.
11. To ensure effective performance management and the delivery of agreed targets, service standards and budgets.
12. To support the securing and retention of relevant professional quality standards.
13. To promote internal and external partnership working to maximise service delivery.
14. To be responsible budget holder in respect of the budget for the legal service, including regular budget monitoring.
15. To be the Authority's Senior Information Risk Owner for the purposes of the Freedom of Information Act 2000, the Data Protection Act and Environmental Information Regulations.
16. To represent the Authority on a local, regional or national basis as appropriate.
17. The undertaking of such other duties as may from time to time be allocated commensurate with the seniority and qualifications of the post.

**Performance Standards:**

1. Effective, successful delivery of all tasks associated with the post.
2. Securing the provision of an effective, customer-focussed legal service, within budget.
3. Securing compliance with all relevant objectives as agreed with the Head of Paid Service

**Working Conditions:**

Mainly office based and flexi-time hours, subject to regular out of office and out of flexi time working.