

Person Specification

Monitoring Officer

| ESSENTIAL | DESIRABLE |
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| KNOWLEDGE AND EXPERIENCE | |
| Qualified Solicitor or Barrister with relevant Practising Certificate/License with extensive post qualification experience. | 3 years PQE at a deputy Chief Officer level |
| Degree and/or postgraduate level management qualification | |
| Experience of advising Cabinet, senior Members and senior Officers on constitutional and/ or complex legal and governance issues | |
| Experience of leading diverse teams across a multifunctional organisation | Experience of leading teams dispersed over a wide geographical area |
| Experience of developing strategies and policies in relating to relevant areas of the law and governance | Experience of managing and developing staff, including the establishment of a positive performance culture that has delivered effective performance and continuous service improvement |
| Experience of leading complex commercial negotiations, advising on State Aid and project legal structures | |
| ABILITIES AND SKILLS | |
| The ability to maintain productive working relationships with Members and with Officers | A well developed understanding of Local Government and Combined Authority landscape |
| Ability to analyse complex situations quickly and develop and communicate appropriate solutions. | Ability to promote the Combined Authority's core values and objectives internally, regionally and nationally as required |
| The ability to prioritise work and deliver outcomes within timescales | Knowledge of relevant legislation, statutory frameworks, good practice and government policy initiatives |
| The ability to understand, interpret and communicate complex data and information | |
| Ability to develop and implement strategies, plans and frameworks over the long-term | |
| Report writing & data processing skills. | |
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| Proven ability to work in a rapidly changing environment | |
| PERSONAL STYLE AND BEHAVIOUR | |
| Excellent interpersonal skills and the ability | |

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| to deal with complex and challenging situations including working in complex political situations. | |
| Strong budget management skills, including the ability to drive efficiencies through the organisation | |
| The ability to undertake appropriate legal risk assessments and manage legal risk | |
| The ability to disseminate legal knowledge/lessons learnt across the organisation and to other stakeholders as appropriate | |
| Analytical thinking- the ability to gather, research and analyse complex information quickly to form evidence based positions | |
| Excellent written and verbal communication skills | |
| Excellent advocacy, negotiation and influencing skills | |
| Pro-active approach to work and a "can-do" attitude | |
| Strategic thinking- balancing today's expectations and requirements with the future opportunities, issues and concerns that may affect outcomes for the Authority tomorrow | |