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|  DCC Logo 09 Outl B&WRole Profile Section 1 |
| **Job Title** | Deputy Monitoring Officer, Legal and Commercial | **Service** | Legal Services |
| **Grade** | Strategic Manager Band 1 | **Service Area** | Legal and Democratic Services |
| **Reporting to:**  | Head of Legal and Democratic Services. |
| **Politically Restricted** | The Council has designated that this post is politically restricted in accordance with the requirement of section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
| **Purpose of the job:**The post holder is responsible for providing strategic leadership, and will set the priorities, policy and direction of the team (the Commercial Legal Team) aligned to Corporate and Service priorities. They will contribute to the wider service area management team and will lead by example in terms of embedding the vision, values and behaviours of the council. They will assume a corporate remit as appropriate and will engage with other service areas to achieve better outcomes for the council. |
| **Key Result Area – Corporate*** To drive organisational change and the transformational agenda by championing the organisational benefits and seeking to embed the application of the council’s core values of People Focused, Outcome Focused and Innovation and Empowerment which are built around a ‘One Council’ ethos;
* To strengthen and develop the culture of the council and promote the implementation of a ‘One Council’ approach. To support and seek out collaborative opportunities across the service, within the wider council and with appropriate partners.

**Key Result Area – Leadership*** To provide clear and visible leadership in a positive working environment;
* Contribute to the overall plan for the service, taking the lead role and advising on specialist areas of responsibility;
* Manage corporate and service projects and initiatives of varying complexity ensuring that the standard project management methodology is properly utilised. Provide opportunities for employees by encouraging cross-service and matrix working.

**Key Result Area – Service Delivery*** Ensure service delivery is maintained in line with the corporate service design principles and establish the most effective level of service delivery attainable within the resources available;
* Develop and embed demand-side customer driven service design (‘outside-in’)
* Establish effective workforce planning arrangements which support medium to long term service delivery and take into account not only the human resource factors, but ties this in to overall strategic plans, financial and budget considerations, environmental issues and legislative requirements/regulations and governance;
* Contribute as appropriate in the identification of commercial opportunities that can modernise service provision, improve service delivery and deliver MTFP savings options.

**Key Result Area – Generic Management*** Manage employees, relevant budgets and team/individual performance in accordance with council procedures and objectives
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| * Use workforce planning data to inform the appropriate interventions for employee development and encourage progressions, as appropriate;
* Establish effective lines of communication and build working relationships with the team based around trust and empowerment;
* Effectively engage with the team/individual employees to make decisions within the remit of their work, to challenge appropriately and to think ‘outside the box’ in terms of improving service delivery;
* Lead by example in relation to continuous professional development;
* Actively encourage and lead by example in terms of smarter working initiatives and promote the use of technology to maximise productivity and service delivery;
* Ensure, as far as reasonably practicable, the health, safety and well-being of yourself and others within the workplace, including building levels of resilience and instigating interventions as appropriate;
* Ensure principles of equality and diversity are embraced and underpin all work for employees and service users.

**Key Result Area – Job Specific*** To act as the Council’s Deputy Monitoring Officer under the relevant legislation and for the purposes of advising Members in relation to the code of conduct;
* To support the Monitoring Officer in reviewing the Constitution and promoting good governance within the Council
* To provide company secretarial support to Beamish Museum and Council owned companies.
* To provide legal advice relation to information management including Freedom of Information, Data Protection, data security breaches and records management
* To support strategic projects which are key to corporate policy objectives such as economic development and regeneration, jobs growth, inward investment and commercialisation
* To provide robust legal advice to the Corporate Management Team, Senior Officers and Members on strategic and complex issues relating to governance, information governance, RIPA, property, planning and procurement (including major regeneration and economic development) and the Council’s commercial activity
* Representation of Legal Services on multi-disciplinary project boards e.g. the Commercialisation Board, Community Assets Strategy Group and Transfer of Local Land Charges to HMLR;
* To develop and maintain the Council’s State Aid Register;
* Advice and advocacy on regulatory matters relating to town and country planning, highways, village greens and common land;
* The maintenance of the Local Land Charges Register and responding to local searches and enquiries;
* To lead and develop the Practice Management function including the operation and development of the case management system, records management, library resources and contract management;
* To provide legal and constitutional advice to the Police and Crime Panel and the County Durham and Darlington Fire and Rescue Authority including representing the Clerk/Monitoring Officer at meetings

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility of the post, as directed by the Head of Service. |

Section 2

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|  | **Corporate** | **Service** | **Method of Assessment** |
| **Qualification** |  | * Qualified solicitor/barrister or Chartered Fellow of the Institute of Legal Executive (Fellow) with substantial post qualification experience;
* Management Qualification
 | * Application form
* Selection process
* Pre-employment checks
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| **Experience** | * Experience of implementing and managing change and business transformation, proactively pursuing continuous improvement;
* Experience of successful strategic management and the formulation and delivery of strategic objectives, plans and policies;
* Proven ability to manage a significant budget and meet financial efficiencies;
* Working with Members and Senior Officers, advising on specialist areas of responsibility;
* Strategic level planning and people management, including motivation, engagement, empowerment, performance management and development;
* Experience of managing complex projects and matrix management;
* Experience of implementing and delivering partnership working with both internal and external partners.
 | * Substantial post qualification experience in relevant areas including development and regeneration projects preferably working in or with the public sector;
* Experience of negotiating and drafting complex agreements including finance agreements, development agreements
* Experience of joint venture arrangements
* Experience of acting as company secretary, director or trustee of a limited company, charity or equivalent
* Experience of advising on a wide range of governance/constitutional matters; acting as Deputy Monitoring Officer or on behalf of the Monitoring Officer
 | * Application form
* Selection process
* Pre-employment checks
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| **Skills and Knowledge** | * Project management, business transformation and change management skills;
* Ability to think analytically, strategically and creatively and to influence and manage change across management and professional boundaries;
* Understand and promote the application of digital technology to support and enhance service delivery;
* The ability to identify and exploit commercial opportunities for the benefit of the community and the council;
* Understand and apply the ‘One Council’ ethos and the values which underpin it;
* The ability to delegate effectively;
* Understand the strengths, motivations, aspirations and areas for development within the team and use this information to build resilience, manage talent and form positive working relationships built on trust which will empower, challenge and develop the team;
* Understand what constitutes good workforce planning and establish effective workforce planning arrangements which support medium to long term service delivery;
* Understand and apply the service design principles to ensure the most effective level of service delivery is maintained within the resources available;
* Problem solving and budget setting skills;
* Understanding of LEAN methodology;
* Political and cultural awareness and an understanding of the political context and environment of Local Government;
* Strong communication and presentation skills;
* Knowledge and understanding of Local Government statutory requirements.
 | * Considerable working knowledge of Local Government and the legal and democratic framework
* Knowledge of the statutory responsibilities of the Monitoring Officer
* Extensive knowledge of procurement under the Public Contracts Regulations and contract law
* Knowledge of the rules relating to State Aid
* Clear understanding of current issues facing local government and the role of legal services within it.
 | * Application form
* Selection process
* Pre-employment checks
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| **Personal Qualities** | * Professional in approach;
* Strategic thinker;
* Personal commitment;
* Flexible approach to work;
* Well organised and self-motivated;
* Resilient with strong self-awareness.
 |  | * Application form
* Selection process
* Pre-employment checks
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