

Job Description

Job Title:	Assistant Director (Legal, Governance & Workforce)/Monitoring Officer
Salary:	£69,130 to £80,186 plus allowance £6,700 per annum
Location:	Number One Riverside
Responsible to:	Director of Resources

This role will be a member of the Council's Wider Leadership Team and required to:

- Provide the strategic leadership, performance management and development of the Services within their responsibility.
- As a senior leader and part of wider Leadership Team, role model the Council's Values & Behaviours
- Support the Director and Leadership Team and lead on the continuous improvement of high quality services across the borough within responsible service areas which enhances the Council's reputation.
- Positively contribute to the Wider Leadership Team and the achievement of the Council's strategic priorities and objectives and continuous improvement in the quality of services provided including the principles of public sector reform ensuring staff have clear priorities and work effectively in line with Council constitution and financial procedure rules and standing orders, compliance and best professional practice.
- Develop and sustain robust strategic alliancing and develop effective working relations with partners, other relevant organisations Government Department's agencies.
- Promote the Council's commitment to safeguarding and the welfare of children, young people and vulnerable adults and for all staff to share this commitment.
- Ensure the effective risk management of all services within their areas of responsibility.
- To act as an ambassador for Rochdale borough Council, promoting and developing the Council's reputation

Purpose and objectives of the role:

- To support the Director in the leadership, strategic direction and effectiveness over a range of complex, diverse areas.
- As a member of the Wider Leadership Team contribute and support the Leadership Team in the achievement of the corporate objectives of the Council.

- To take the lead, in partnership with the relevant Cabinet Members the development and delivery of key responsible service areas that meet the needs and aspirations of residents in the borough.
- To promote and support the development of strong and effective multi-agency partnerships and cooperation to deliver effective high quality services.
- Promotion of inclusive services for residents in accordance with the Council's strategic vision and values.
- The development of service standards and operational targets and promotion of services.
- To promote the development and continuous improvement of services which are truly centred on the needs of residents with a commitment to engagement.
- To contribute at strategic level to the devolution agenda across Greater Manchester ensuring Rochdale Borough is well placed to contribute to and receive benefit of the priorities and emerging opportunities.

Service Delivery – the specific service areas within the roles and responsibilities of this post are detailed on appendix A.

Performance Management

- Ensure that the Service has in place effective systems for the collation, analysis and evaluation of outcomes within the Council's performance management framework and in compliance with statutory requirements.
- Responsible for the reporting on performance through the Council's internal audit and scrutiny processes and regulatory/inspection procedures to ensure the continuous improvement in service performance.
- Strategic responsibility for the management and sustained effective performance to achieve a high quality of service delivery and outcomes for residents. Ensure the effective budgetary control and deployment of all resources and assets across the service areas in accordance with professional standards and Council policy.

Resource Management

- To be accountable for the most effective use of all resources within designated areas of the Directorate.
- Maintain a fit for purpose service structure to deliver high quality services ensuring cost effective working arrangements within budget and reflecting the Council's wider strategic objectives and legislative requirements.
- To be responsible for the Senior Management Team within designated areas of the Directorate and ensure resources are efficiently and effectively planned, managed and controlled to achieve the statutory responsibilities and service aims and objectives.

Culture

- To lead by example a culture of positive continuous improvement, positive challenge and follow through to address any areas where action is required, operating within the Council's agreed values.
- To promote a culture that ensures that customers are at the centre of the delivery of high quality services.
- To ensure that the culture across the service is supportive, fair and open and enabling for all employees within the service to meet required performance standards

- Motivate all employees within the service to deliver and commit to ensuring the successful outcomes and achieve objectives.
- To promote a culture of partnership working across the Borough of Rochdale, with internal and external partners.

Communications

- To maintain and promote effective communication within the Wider Leadership team and cross service working for the overall benefit of the Council.
- To lead on effective and timely communication within the service so that staff are actively informed and engaged in the developments in the service, with partners and across the council

Local Democracy

- To support the Director and Leadership Team on the advice provided to Elected Members in the delivery of their democratic role and support open and democratic procedures.
- To develop positive and effective relationships with Elected Members and support Cabinet Members to ensure that Council policies and priorities are implemented across the organisation
- To provide support and guidance to the Lead Portfolio Member the Service.
- To contribute to the Council's commitment to Township working.

Diversity

- To demonstrate an open commitment to actively celebrating the rich diversity of the Borough including and support for programmes to promote social inclusion and community cohesion.
- To positively support the Council's strategies and policies for equality and diversity in employment and service delivery outcomes.

APPENDIX A

1. To fulfil the role of the Council's Chief Legal Officer and Monitoring Officer in accordance with the provisions of the Local Government & Housing Act 1989.
2. To Deputise for the Director of Resources as required and lead and support corporate initiatives as directed from time to time by the Leadership Team.
3. Have oversight of the Council's Constitution, Members interests information and all matters relating to the governance of the Council, including oversight of the Governance Board and responsibility for the production of the Annual Governance Statement.
4. To ensure appropriate decision making systems and processes are in place.
5. Ensure the provision of high quality advice to the Council, its Cabinet and Committees, Partnership bodies, Chief Executive, Leadership Team, Senior Managers and other Members/Officers of the Authority , in areas covered by post holders responsibility as required.
6. Protecting the Council's best interests in legal and governance matters at all times.
7. As required, representing the Council in legal proceedings.
8. Ensure that the Council, its Members and officers operate within the requirements of the law, relevant codes of conduct and in accordance with the Council's Constitution.
9. Support the Returning Officer and Registration Officer in meeting their statutory obligations.
10. To have lead responsibility for insurance.
11. Lead through personal example, open commitment and clear action, actively contributing to strategic, corporate and service policy and decision-making, ensuring a positive approach to valuing diversity resulting in equality of opportunity, access and treatment in service delivery and employment.
12. Attend and fully participate in Wider Leadership Team meetings,
13. To support elected members as local leaders, developing strong working relationships with them to understand their needs; as appropriate, providing high level advice and support that will contribute to the Council's performance.
14. Ensure that continuous improvement, value for money and best value are delivered by challenging existing practices and looking at opportunities to innovate and modernise service delivery.
15. Create a positive working environment to enable colleagues to optimise their contribution by communicating effectively, coaching and mentoring and proactive performance management.
16. To actively review all services within the remit of the post to ensure they are fit for the future strategic and financial context, deliver value for money, paying due regard to local, regional and national policy and direction.

17. Ensuring through robust corporate governance and monitoring, including risk management strategies are in place that the council meets its obligations.
18. To provide strong leadership and direction, embedding a performance culture that ensures the effective management, motivation, development and performance management of staff.
19. To develop and ensure provision of advice and guidance on all workforce matters including HR Services and Organisational Development strategy and provide guidance to Elected Members to support corporate plans and decision making and overall strategic management and ensure the Council operates within the legislative boundaries.
20. To oversee the development and implementation of a rolling programme of activities to ensure the delivery of the Council's Organisational Development Strategy and establish systems to monitor and evaluate outcomes and performance management.
21. Through innovative and creative strategies contribute to the organisational transformation programme and re-shaping of the Council for the delivery of customer focused and high quality services by embedding the culture, values and capability of the organisation.
22. Continual horizon scanning to monitor and report on developments, best practice, up and coming matters and the developing of close links with regional, sub-regional and local networks and partner organisations.
23. To oversee the development and maintenance of all workforce and personnel policy frameworks to ensure they are fit for the future and the challenging change agenda.

Date updated

February 2016

by Pauline Kane

**Rochdale Borough Council
Person Specification**

Service :	Resources	Post:	Assistant Director (Legal, Governance & Workforce) /Monitoring Officer
Section :	Legal, Governance & Workforce	Post Number :	
Job Ref:	RO40053	Grade:	AD L1 + plus allowance £6,700- Monitoring Officer

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you. If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
Able to attend evening meetings when required	E	I
(b) Qualifications and Experience		
Qualified Senior Legal Executive, Solicitor or Barrister and evidence of continued CPD	E	AF
Leadership or Management Qualification	D	AF
Experience of exercising monitoring role or similar regulatory role in a Member led organisation.	E	AF/I
Track record of success at senior leadership level in local government or similar leading service transformation and managing one or more of the service areas within the role	E	AF/I
Track record of success in leading change and changing cultures in a way that has successfully improved services to modern ways of working.	E	AF/I
Successful record of engaging effectively with others, building productive working relationships, including high profile stakeholders, partners and Statutory Authorities across different sectors.	E	AF/I
Demonstrable experience of effectively understanding budgets with regard to value for money, probity and accountability, including changing the nature, level and composition of services to reflect changing needs and service requirements.	E	AF/I
Successful delivery of LEXCEL or similar quality standard.	E	AF/I
Experience of leading and advising on complex corporate projects.	E	AF/I
Experience of implementing legal models to support alternative methods of service delivery, e.g. a commissioning approach	E	AF/I
Demonstrable experience and ability in the presentation of complex reports to a wide range of audiences, including Elected Members and Council Leadership.	E	AF/I

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(b) Qualifications and Experience (continued)		
Experience of working effectively with Elected Members, Senior Managers, partner organisations and community groups on complex legal and governance matters.	E	AF/I
Demonstrable track record of success at delivering results as part of a senior management team and contributing beyond the area of professional specialism	E	AF/I
(c) Skills and Knowledge		
Extensive and up-to-date knowledge of the legislative, policy and regulatory frameworks relevant to the post.	E	I/A
Strong understanding of the use of research and evidence in policy and performance management and flexibility to contribute to a range of policy areas.	E	I/A
Excellent communication and presentation skills with the ability to present complex information in plain, understandable language.	E	I/A
Knowledge of the major developments facing local government, including current and emerging issues, and a clear understanding of the issues involved.	E	I/A
A skilled communicator, with the ability to influence and motivate others in the achievement of goals.	E	I/A
Ability to effectively manage performance and initiate improvements, taking account of the diverse needs of services and stakeholders.	E	I/A
A strong understanding of and commitment to the principles of equality and diversity.	E	I/A
Excellent planning, organisation and co-ordination skills – proven ability to prioritise and work under pressure.	E	I/A
A good understanding of the challenges and opportunities facing the diverse communities of urban areas such as Rochdale Borough.	E	I/A
(d) Personal Qualities		
Consistently demonstrates sound judgement and the ability to interpret and balance varied and complex information/situations, to produce long-term solutions and work to agreed timescales/deadlines, under pressure	E	I/A
A strategic thinker, able to shape and influence new developments	E	I/A
Leads by example, and has the vision to initiate and drive forward a demanding agenda for change in an innovative but pragmatic way.	E	I/A
Displays high standards of integrity and personal and professional performance.	E	I/A
Encourages innovation enterprise and commercialism and has the ability to act on new ideas, whilst mitigating risks.	E	I/A
Able to command respect and confidence, and build productive relationships with a range of stakeholders and partners across and outside the organisation.	E	I/A
Ability to empower staff and develop team members to reach their full potential whilst having the ability to tackle under performance equally effectively .	E	I/A

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(e) Behaviours and Values		
13 Approach the job at all times using the values set out below: <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach Please confirm you are willing to adhere to these values and behaviours.	E	AF//A