SCRUTINY MANAGER

**Job Description**

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| **JOB TITLE** | SCRUTINY MANAGER |
| **SERVICE UNIT** | **TRANSFORMATION & SYSTEMS** |
| **RESPONSIBLE TO** | **POLICY & STRATEGY SERVICE MANAGER** |
| **JOB I.D. No** | **NH13A-S** |
| **GRADE** | **Grade I** |
| **OBJECTIVES** | To have overall responsibility for managing the process of developing and implementing the Council’s Scrutiny Work Programme and to provide advice and guidance to Scrutiny Panels, Chairs and Vice-Chairs, and non-executive Members generally regarding the content or work programmes and items of work. Providing advice on powers, duties and responsibilities of the Scrutiny Panels. |
| **MAIN DUTIES AND RESPONSIBILITIES**   1. To ensure that any staff within the team are effectively supervised and co-ordinated so as to be able to discharge the various tasks, that resources are monitored, controlled and effectively allocated, that staff are developed to enhance performance and that effective working relationships created and maintained. 2. To provide advice, guidance and support to Members, senior officers, external bodies and partner organisations on the operation of the Scrutiny process. 3. To promote and maintain good communication within the team so as to demonstrate an integrated service theme. 4. To develop and maintain effective processes and procedures for the scrutiny of issues/services that encompass the work of other public bodies and/or multi-agency partnerships and to have an awareness of the work programmes and priorities of strategic partners. 5. To assist Scrutiny Panels and Working Groups in their analysis of policies, strategies, budgets and performance information including assisting Members in developing lines of enquiry and investigation 6. Working with Members to determine an appropriate work programme for the Scrutiny Panels and Working Groups and managing the8.delivery of the programme of work and production of the annual Scrutiny report. 7. To be the lead officer and project manager for scrutiny reviews/investigations, including managing and co-ordinating the input of other officers, including scrutiny reviews and providing advice and guidance about the required content of review and relevant processes and timetables. 8. To contribute to the process of continuous development and improvement of systems necessary for the effective delivery of the Unit’s service. 9. Providing advice and support to the Chairs, Vice-Chairs and Members of all Scrutiny Panels 10. Determining a training programme for Members of Scrutiny Panels and supporting the delivery of the programme. 11. To keep the effectiveness of the Council’s Scrutiny function under review, including identifying good practice in scrutiny from other Council’s/organisations and making recommendations for improvement where appropriate, including attendance at networking events. 12. To support and assist with any governance functions undertaken on behalf of the Chief Executive and/or Executive Director (Governance). 13. To assist and support in the maintenance of the Council’s Constitution. 14. To ensure that all duties are carried out in line with the Council’s commitment to valuing diversity and its corporate values and standards. 15. To undertake such job-related duties as may be required from time to time which are commensurate with the grade of the post. 16. To deal fairly and openly with colleagues at all times. | |

Person specification

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications/ professional registration and training (ie. vocational and or accredited)** | * Educated to degree standard or equivalent combination of education and experience | * Member of a relevant professional accredited body |
| **Knowledge and Experience** | * Extensive knowledge and experience of local government or another comparable public sector organisation. * Sound understanding and practical experience of the role and function of scrutiny in local government and an awareness of good practice in scrutiny. * Knowledge of procedures, processes and key legislation relating to political management arrangements in local government and in particular the operation of the Scrutiny function. * Able to communicate effectively - orally and in writing - with elected members, professional and non-professional officers and members of the public. * Ability to demonstrate political neutrality; recognise/respond to politically charged situations and to deal with conflict between political and legal needs. * Demonstrate good interpersonal skills, in particular an ability to facilitate resolutions of conflicts and an ability to enthuse and motivate others. * Demonstrate a range of management skills including organisational skills, task planning and achievement, team leadership and personal development skills. * Able to give advice confidently on scrutiny matters, protocols and procedures. * Willing to work regularly outside normal office hours and demonstrate flexibility in work practices. | * At least three years’ experience of scrutiny work, including report writing and managing scrutiny work programmes. |
| **Technical Expertise/ Competence** | * Political awareness * Excellent communication skills * Ability to think laterally and creatively * Ability to handle highly sensitive and complex information * Excellent organisational skills * IT literacy and competency |  |
| **People Skills** | * Ability to influence and persuade people, gain commitment from others to courses of action, resolve conflicting views where necessary. * Demonstrate professionalism and respect together with confidence and personal authority when dealing with senior councillors and officers and able to establish personal credibility with elected members and senior officers. |  |
| **Motivation, commitment and values** | * Ability to work under pressure and manage a varied and often challenging workload * Confident and positive approach to work * Proactive in taking the lead on relevant issues * Demonstrating personal accountability and a focus on delivery |  |
| **Other** | * Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. * Commitment to equality and diversity principles. |  |