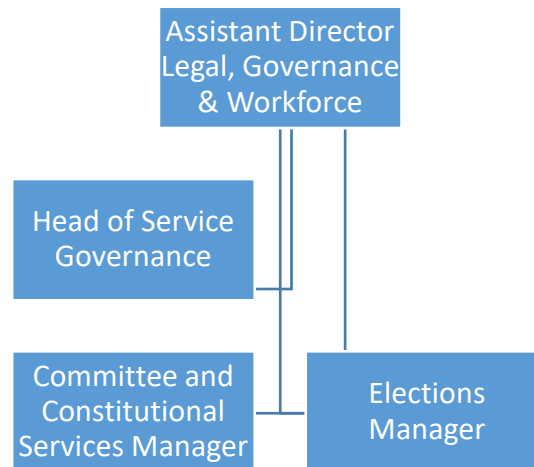


JOB DESCRIPTION

JOB TITLE:	Head of Governance
DEPARTMENT:	Resources
SERVICE:	Legal, Governance & Workforce
SECTION:	Governance Services
LOCATION:	Number One Riverside, Smith Street, Rochdale, OL16 1XU
Grade:	SM3 (subject to job evaluation as part of Phase 1)
Accountable to:	Assistant Director (Legal, Governance & Workforce)
Accountable for:	Governance & Democratic Services, Elections, Members Services, and Registrars
Hours of Duty:	37 flexible working hours in accordance with the needs of the service.
Any Special Conditions of Service:	<p>Work life balance scheme.</p> <p>The Authority operates a Smoke Free Policy for all its employees and the policy applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by the Council.</p> <p>Politically Restricted Post - his post is politically restricted under the Local Government and Housing Act 1989 and post holders are prohibited from seeking public election, holding political office, writing or speaking publicly on matters of political controversy.</p> <p>Casual Car User.</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.
This post is subject to an Enhanced Disclosure and Barring Service check.

ORGANISATIONAL CHART



PURPOSE OF THE ROLE

1. Leading and managing the Governance & Committee Services functions which is comprised of Committee Services, the Elections Office, Member Services, Member Development, and Registrars Services, and providing proactive management and leadership of staff for whom the post holder has responsibility and leading
2. To be accountable for the effective management of the people, resources and operations within the service area.
3. To manage the democratic services and associated processes of the Council to ensure that the decisions of the Council are robust.
4. To have oversight and responsibility for elections and electoral registration processes.
5. To ensure and effective and efficient civil registration service, including all ancillary functions that arise from it.
6. To provide comprehensive support to Members, including the use of innovation and creativity in developing personal learning interventions in support of Members' community and political leadership roles.
7. To ensure that the Council is compliant with legislation and government policy and is proactive in the adoption of new or changed legislation/policy.
8. To be responsible for updating and providing advice on the Council's constitution.
9. To provide an effective Governance Service that is responsive to the needs of members, officers and the public and meets all Statutory requirements.
10. To assist, support and deputise where appropriate for the Assistant Director (Legal, Governance & Workforce) and Monitoring Officer ensuring the delivery of high quality services and promoting and delivering consistent standards of governance across the Council.

11. To be a member of the Legal, Governance and Workforce senior management team and to contribute to the management of the wider service.

PRINCIPAL DUTIES

Strategic Thinking and Planning

To lead and advise on strategies for service improvements, service development and the achievement of Council, service area and customer objectives.

To ensure that effective performance management arrangements are in place to achieve strategies, objectives and business plans, translating strategic aims into practical and achievable plans.

To ensure that performance review mechanisms are in place to monitor the extent of progress and achievement of objectives and goals.

As a senior manager, to actively contribute to the corporate management of the Council by participating in Council-wide initiatives in pursuit of its aims and objectives.

Managing services and delivery

To organise work processes to deliver on time, on budget and to agreed quality standards.

To research and apply creative/innovative ways of working, in pursuit of positive change leading to service improvements and the achievement of corporate aims, objectives and goals.

To ensure that risk management processes are applied during the business planning process, providing a realistic and thorough evaluation of risk.

To identify establish and maintain relevant information and systems in critical areas and analyse material to identify priorities, make decisions, determine actions and review progress.

To ensure that the work carried out by the functions for which the post holder is responsible for, is in accordance with the required Council standards and standing orders, legal requirements and national and local objectives; and that adequate monitoring and auditing processes are in place.

Communication

To communicate effectively, in a way which meets the needs of a diverse audience and in a way that influences effectively.

To communicate in a manner that accords with the Councils established policies, practices and priorities of the Council and to maintain and enhance its credibility and reputation.

Leadership and management of people

To be responsible for the performance of staff, ensuring that appropriate work plans, performance reviews and staff development systems are in place to achieve Council and service area objectives and goals.

To ensure that staff within the services area are aware of standards, expectations and timescales, and to establish clear lines of responsibility and accountability for the achievement of objective and goals in accordance with required standards.

To inspire and motivate others to achieve, utilising coaching and mentoring techniques in support of the achievement of objectives, goals and required standards.

To manage the service in a manner that promotes equality of opportunity and collaborative working within staff teams, ensuring that staff are compliant with the requirement to deliver services in an equitable manner.

To consistently promote and apply the Council's Equal Opportunities policy and standards and to ensure that this is demonstrated and maintained throughout the service.

Political sensitivity and awareness

To have an awareness of the organisational context and commitment to the Council's organisational values and beliefs.

To understand the context in which the Council operates, including its aims, values, key corporate strategies and the wider Government agenda for local government.

To be politically sensitive and to be able to recognise and deal with a range of sensitive issues that impact on the service area.

To plan and prioritise work objectives in support of the Council's key priorities and accountabilities.

Managing projects and resources

To have a clear understanding of the budget making processes and the delivery of high quality value for money services.

To be responsible for the service budget, its management and other resources allocated to the service unit within the regulations of the Council, ensuring appropriate monitoring.

To ensure that all projects are managed within the constraints of current legislation and the Council's approved management practices.

To apply effective project management techniques where required.

Equipment/Materials

Responsible for assets held by the Service

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

- | | |
|-----------|--|
| Internal: | <ul style="list-style-type: none">• All staff in Legal Governance and Workforce• Officers of other Council Service Areas• Members of the Council |
| External: | <ul style="list-style-type: none">• Members of Parliament• General public• Staff of other Local Authorities or public bodies including AGMA and the GMCA• Representatives of the media (local press, radio and television), re Council decisions and general enquiries. |

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Principal Duties

1. To lead, develop and manage Governance & Committees to ensure that it achieves required performance targets.

2. To have management responsibility for the elections office with oversight and responsibility for registration and electoral and elections processes.
3. To provide comprehensive support for Members in their decision making and community roles, including direct support for Council meetings.
4. To be responsible for the timely production of the Forward Plan and work programmes for the Council and its Committees.
5. To be responsible for the production of agenda and reports in appropriate formats, to ensure that decision making processes are robust.
6. To be responsible for the production of reports, procedures and protocol, ensuring that Members are aware of legislative and political changes affecting decision making processes.
7. To keep under review e-government processes with a view to continuous improvement in this area.
8. To co-ordinate an effective programme of learning and development for elected Members.
9. Working with the Council's Monitoring Officer, to maintain and develop the Council's Constitution.
10. To keep under review, all aspects of service provision with a view to continuous performance improvements.
11. To lead on the development of service unit business/action plans and objectives, ensuring consistency with the Councils corporate strategic aims and ambition.
12. To promote public and community awareness and involvement in democratic processes.
13. To undertake any other duties commensurate with the grade that may arise from time to time.
14. Deputise for the Assistant Director (Legal, Governance & Workforce) as required

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by _____

Date _____

Agreed by Postholder

Date

Supervisor

Date

Service Director

Date

**Rochdale Borough Council
Person Specification**

Service :	Legal Services	Post:	Head of Governance
Section :	Legal, Governance, and Workforce	Post Number :	
Job Ref:		Grade:	SM1

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		
(b) Qualifications and Experience		
1. ICSA qualification or Degree in a relevant subject area, or significant management and operational experience in the subject area	E	AF
2. Management Qualification	D	AF
3. Evidence of continuous professional development	E	AF,I
4. Proven track record in a relevant professional area at a senior level, in local government or similar large multi-disciplined organisation.	E	AF, I
5. Track record of success in leading change and changing cultures in a way that has successfully improved services to modern ways of working.	E	I
6. A strong track record of utilising coaching and mentoring techniques to motivate and empower staff, building effective teams and relationships.	E	AF, I
7. Successful record of engaging effectively with others, building productive working relationships, including high	E	AF,I

	profile stakeholders, partners and Statutory Authorities across the public, private, community and voluntary sectors.		
8.	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
9.	Experience of leading and advising on complex corporate projects.	E	AF, I
10	Experience of successfully leading and delivering on elections and electoral registration processes.	E	AF, I
11	Demonstrable experience and ability in the presentation of reports to a wide range of audiences, including Members and Council Leadership.	E	AF
12	Experience of dealing with Members, Senior Managers, partner organisations and community groups on complex legal and governance matters.	D	I
13	Experience of working at a senior level in a political context, building and maintaining effective relationships	D	AF
14	Experience of developing and sustaining a culture that meets the needs of and engages with customers and staff within a safe, open and high performing work environment.	E	AF
15	Significant management experience, leading by example, and effective management of staff	E	AF, I
16	High standards of integrity and personal and professional performance.	E	AF, I
(c) Skills and Knowledge			
1.	Extensive and up-to-date knowledge of the legislative, policy and regulatory frameworks relevant to the post.	E	AF, I
2.	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	AF
3.	Excellent communication and presentation skills with the ability to present complex information in plain, understandable language.	E	AF, I
4.	Knowledge of the major developments facing local government, including current and emerging issues, and a clear understanding of the issues involved.	E	AF, I
5.	A skilled communicator, with the ability to influence and motivate others in the achievement of goals.	E	AF, I
6.	Effectively manages performance and initiates improvements, taking account of the diverse needs of services and stakeholders.	E	AF
7.	Demonstrates a strong understanding of and commitment to the principles of equality and diversity.	E	AF

8.	A good understanding of the legal implications of data sharing within Public Service Reform Principles	E	AF
9.	Excellent planning, organisation and co-ordination skills – proven ability to prioritise and work under pressure.	E	AF, I
10	A good understanding of the challenges and opportunities facing the diverse communities of urban areas such as Rochdale Borough.	D	AF, I
11	A good understanding of the relationship between the Council and other public services and the factors influencing them.	E	AF, I
12	A strong track record of utilising coaching and mentoring techniques to motivate and empower staff, building effective teams and relationships.	E	I
13	Excellent planning, organisation and co-ordination skills – proven ability to priorities and work under pressure.	E	AF, I
14	Experience of driving e-government initiatives to enhance and streamline democratic processes and effective communication.	D	AF, I
(d) Behaviours and Values			
1.	<p>Approach the job at all times using the values set out below:</p> <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 <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I