



Stockport Council Job Description

Post Title: CSS Strategic Head of Service (Legal, Democratic Governance, Estates & Asset Management)
Service Area: Corporate and Support Services (CSS)
Directorate: Office of the Chief Executive/CSS

Salary Grade: AD1-3 to include a statutory officer supplement

Responsible to: Deputy Chief Executive
Responsible for: Legal, Democratic Governance, Estate and Asset Management

Main Purpose of the Job:

The management and delivery of Corporate and Support Services with specific responsibility for Legal Services, Democratic Governance and Estates and Asset Management.

To provide clear and visible leadership in the corporate and strategic leadership of the Authority by providing high quality, cost effective support services to customers (external and internal).

To work with the Corporate leadership Team (CLT) in the co-ordination and delivery of major change processes ensuring that the support required from CSS is in place, flexible, responsive and value for money.

To facilitate service redesign, modernisation and transformation, delivering on the Councils priorities and decisions.

To work with Elected Members, supporting the democratic processes ensuring high standards of conduct and probity and providing advice to the corporate core of the organisation.

To ensure that the Council manages its resources effectively, delivering value for money, exploiting opportunities to drive out inefficiencies and generating income where appropriate.

Liaising with: Chief Executive, Elected Members, and CLT, key partners, AGMA Authorities, communities, partner agencies, private sector providers, public agencies, voluntary bodies and statutory authorities.

Statutory Officer Supplement (where designated)

Undertake the role of Monitoring Officer for the Council in accordance with statutory requirements

To support elections activity and providing appropriate legal advice throughout the process and acting as the Deputy Returning Officer when required.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

KEY AREAS

1. To support the Deputy Chief Executive in developing strategies and plans for improving corporate and support services, so that the CSS offer both drives innovation and contributes to and is consistent with the Council's overall aims and business objectives.
2. To be accountable for specific function (namely Legal Services, Democratic Governance and Estates and Asset Management) lead the production and development of strategic planning, delivery service and business plans for areas of responsibility that support the achievement of Council objectives.
3. To work as part of the new CSS management team, alongside the post of Borough Treasurer and Strategic Heads of Service and provide cohesive leadership within a specialist area to develop the range of services required and maximise the use of resources and achieve budget targets
4. To work closely with Elected Members to provide relevant, sound, professional and technical advice to ensure that the Council's objectives are promoted and underpinned by sound decision making. As well as ensuring that confidence in the service among CLT, officers and members is maintained at a high level.
5. To engage in the wider public services reform agenda through network meetings with colleagues across GM, demonstrating leadership on behalf of Stockport in developing new ways of working and collaboration building partnerships with neighbouring councils and across AGMA
6. Deliver outstanding customer service and effective client management in order to protect the Council's interest, ensure good governance whilst reflecting and managing client expectations and the reputation of CSS
7. To engage on behalf of the Council in the work at a GM level on devolution; ensuring that our support services take account of changes and opportunities to be active influencers and well as offering a Stockport contribution to deliver the plan.
8. Principal responsibility will be to innovate and implement; leading the service, making things happen and getting things done within the specialist area.
9. Represent the Directorate at appropriate Council, member, officer, partner and community meetings as required.
10. To ensure that appropriate Council policies and decisions are communicated consistently and effectively.
11. To embed the performance management culture, driving continuous improvement and playing a key role in ensuring that we enable and encourage organic networks to form – emphasising the importance of relationships, influence and connecting people.
12. To maximise the contribution of employees by ensuring that the Council's Human Resources, Equalities, Developmental and Appraisal policies are applied fairly and consistently.
13. Management of significant budgets including delivery under pressure but within our means.
14. Recognise and respond to the political environment and expectations, addressing any sensitivity and taking a holistic view of Council requirements in a Politically Restricted post.
15. To provide specialise support in an identified area, giving professional advice and guidance to the organisation in order to meet statutory requirements and mitigate any risks.

Additional Duties:

To lead by example, conducting all aspects of the role in a way which demonstrates the Council's Values

To work flexibly in the interests of the service, carrying out the duties in the most effective and efficient manner including undertaking other appropriate duties.

To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.

To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.



Stockport Council Generic Competency Person Specification

Job Title: CSS Strategic Head of Service (Legal, Democratic Governance, Estates & Asset Management)

Directorate: OCE/Corporate and Support Service

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview. Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

Competency	SCORE					Essential or Desirable
	0	1	2	3	4	
Experience of leadership and management at a strategic level in a complex multi-functional environment, working and providing advice in a political/strategic context and where appropriate experience at a senior level within the context of the services that the role is accountable for.						Essential
Ability to interpret and apply all aspects of Local Government law and governance						Essential
Qualified Solicitor or Barrister and current member of professional body						Essential
Experience of managing a Democratic Governance Function or strategic governance at Board level in a large, complex organisation						Desirable
Experience of acting as Monitoring Officer in a large authority or equivalent experience						Desirable
Experience of service/business planning and of leading change/redesign programmes and financial/budgetary regimes.						Essential
Evidence of developing and delivering innovation within challenging environments. Able to build a shared vision, develop partnerships, resolve complex problems and facilitate change sensitively.						Essential
Experience of advising and building effective working relationships with Elected Members, inspiring trust and confidence and demonstrable evidence of political sensitivity and awareness. Knowledge of Local Authority culture, procedures and systems including the political environment.						Essential

Evidence of successful working across organisational boundaries and in partnership/collaboration at a local, sub regional and regional level. Ability to represent the Council externally, both professionally and in a leadership role.						Essential
Experience of managing a large service with complex demands. Leading the Service to get the best from staff, developing where necessary and challenging performance when needed. Leading individuals, showing genuine concern, being accessible, enabling, encouraging and questioning.						Essential
Strong analytical skills and the ability to quickly establish key issues in a complex environment and offer solution-orientated, unequivocal advice						Essential
Effective oral and written communication skills with a persuasive and confident presentation style						Essential
Excellent planning, research, organisational and decision making skills. Ability to analyse and interpret information and data and present to a wider audience.						Essential
Evidence of effective project management skills and the ability to lead and deliver key projects and programmes including a broad understanding of the value and use of new technologies in improving services, and modernising working processes.						Essential
A relevant professional, academic, or management qualification and evidence of continuous professional/leadership development.						Essential
A willingness to conduct all aspects of the role in line with Council Values.						Essential
Demonstrable commitment to equality, diversity and community cohesion and active support of Stockport Council's diversity and equality policy.						Essential
To meet Stockport Council's standard of attendance.						Essential
A willingness to be flexible in a changing environment						Essential

Scoring key

- 0 – Not met essential criteria
- 1 – Partially meets essential criteria
- 2 – Meets criteria
- 3 – Exceeds criteria
- 4 – Exceptional