



ROLE PROFILE FOR HEAD OF LEGAL AND DEMOCRATIC SERVICES

Role Title: Head of Legal and Democratic Services

Service: Legal, Democratic Services, Electoral Services

Location: Surrey Heath House, Knoll Road, Camberley, Surrey, GU15 3HD

Reporting To: Chief Executive

Role Purpose

- To act as the Council's Statutory Monitoring Officer and Chief Legal Officer and Chief Information Officer, ensuring that the Council meets legal and regulatory requirements and that the Council is demonstrating good governance in decision making and operation.
- To provide effective leadership and management of the Legal, Internal Audit Democratic, and Electoral Services.
- Responsible for the provision of expert legal and governance advice and services to the Council to ensure the principles of good decision-making are adhered to and risk is considered and appropriately managed, either directly or as commissioned from external providers
- As a member of the Council's Corporate Management Team, contribute to the achievement of the Council's corporate vision, values and priorities and the development of the Council's positive and high performing culture



- Maintain an up to date knowledge of developments in relevant Law and Governance, attend Member and Officer meetings and advise as required on the Law and the Constitution.

Main Duties and Accountabilities

Knowledge and Expertise

- To communicate ownership of the Council Strategies, Constitution, corporate plans, vision, values, corporate identity and key messages and promote effective corporate working across the organisation.
- To champion good governance and encourage collaborative working across the Council.
- To lead and champion the implementation of key corporate and service projects, achieving agreed outcomes including delivery on time and within budget.
- To provide high quality and timely advice to all Members of the Council and relevant staff, developing effective governance solutions to emerging challenges.
- To attend and contribute as required to meetings of the Council, including Committee meetings, working groups, and outside bodies.
- To promote and champion the positive interests of the Council and the borough.
- To keep the Chief Executive, and appropriate lead Members informed of service issues and developments
- To develop and maintain excellent internal and external working relationships to secure positive outcomes for the Council and the borough.
- To contribute to the smooth running of elections including polling day and the count.
- To be accountable as the lead professional for the provision of high quality legal advice to Members.



- Ensure that the Council acts legally, within the terms of its Constitution and Standing Orders
- Act as “whistleblower” on probity issues for the Council in accordance with the duties pursuant to Section 5 of Local Government and Housing Act 1989.
- Ensure that complaints under the ‘Speak Up Policy’ and Councillor Code of Conduct are investigated and properly resolved.
- Act as the Council’s Anti-Money Laundering Officer
- To provide Council, Committees, Members and Officers with support and advice on democratic, governance and legal matters. To report to and attend as required Council meetings, in order to ensure timely decision making processes in compliance with the Council’s Constitution.
- To ensure the efficient and effective administration of Council’s member led decision making processes and ensure that elected members are appropriately supported in fulfilling their responsibilities with particular emphasis on their executive, representative and leadership roles.
- To lead and oversee the Council’s responsibilities in relation to data management and securing, including GDPR and Freedom of Information.
- To act as the corporate lead for Local Government Ombudsman and Freedom of Information response frameworks and training.
- To ensure the effective delivery of electoral registration and functions and the conduct of Parliamentary, local government elections and referenda.
- To lead and oversee the Councils internal audit programme reporting to the Councils Audit & Standards Committee
- To lead the development and delivery of all aspects of the service including:
 - Legal Services
 - Committee Administration
 - Electoral Services
 - Freedom of Information and Data Protection
 - Mayoralty
 - Audit



Relations with People (Internal and External)

- To develop a highly engaged and high performing staff team ensuring that all staff are encouraged to realise their potential through their on-going learning and development
- To create a positive working environment where staff are treated with dignity and respect and where equality of opportunities are promoted.
- To promote a culture of excellent customer service where the needs of customers are understood and responded to.
- To ensure that effective recruitment, induction and probation arrangements are in place to maximise the positive contribution of new appointments to the work of the Council.
- To ensure that all staff have the opportunity of regular team meetings, one to ones and appraisals.
- To undertake the timely management of performance issues
- Legal and governance advice to Council, Councillors and senior managers
- Advice and action as Monitoring Officer, Chief Legal Officer and Chief Information Officer and lead for Ombudsman complaints.
- Lead for Whistleblowing complaints
- Advice and action on any risks identified through the Councils internal audit process
- Advice and action as the Council's Money Laundering Officer
- Advice and action as the councils Data Protection Officer (DPO)
- Decisions on staff, agency and expenses and income budgets for the Division Decisions on contracts and agreements
- Maintaining the Members' Register of Interests and making decisions as required in relation to sensitive interests
- Budget and staffing responsibilities

Creativity and Innovation

- To ensure that value for money is achieved, including looking at opportunities to increase income, reduce costs or explore alternative ways of delivering services.



- To ensure that there are effective systems in place to enable the efficient and resilient operation of the service.
- To assess the risks associated with the service and ensure that robust measures are in place to manage these risks effectively, including the risk of fraud.

Financial Accountability

- Salary budget £500K
- Democratic representation, register of electors, budgets £70K
- Council expenditure on external Legal advice

Impact upon the Organisation & the Community

- To participate and support the Chief Executive in his/her role as Returning Officer by ensuring the efficient and effective management of all elections and referendums including polling day and the count.

Management & Supervisory Responsibilities

- Direct line management for 4 staff
- Management of 12 other staff
- Total staff managed - 16
- Monitoring Officer and Deputy Monitoring Officer roles
- To establish and maintain effective arrangements for performance management, including service delivery plans, budget and performance monitoring and reporting, contract monitoring and staff appraisals.
- To provide a healthy and safe working environment and implement and promote relevant corporate policies and training in all work areas.
- To have a role in business continuity planning and participate in the Council's Civil Emergencies response, including out of hours arrangements

Initiative & Independent Action



- To keep abreast of economic, legislative, political, social and technical developments impacting on the service and on local government more generally
- To maintain professional development (CPD) and attend corporate training as required.

General



Customers and Contacts

Important Internal Relationships

- All staff
- Corporate Management Team
- Elected Members

Important External Relationships

- Government Departments and Agencies
- Developers
- Local Businesses
- Residents and Residents Groups
- Housing Associations
- Community Groups and representatives.



Person Specification

Qualifications and Training

Criteria	Essential or Desirable	Application, Interview or Assessment
Educated to graduate degree level or equivalent relevant qualification or experience	Essential	Application, interview
Qualified Solicitor of the Supreme Court with current practicing certificate or Barrister at Law	Essential	Application, interview
Evidence of significant continuous professional development.	Essential	Application, interview
Management qualification	Desirable	Application, interview

Knowledge and Experience

Criteria	Essential or Desirable	Application, Interview or Assessment
In depth knowledge of laws and regulations that apply to local government and experience of advising on compliance.	Essential	Application, interview
Knowledge and understanding of relevant statutory duties and services provided by local government.	Essential	Application, interview
Experience of local authority or other public body governance and committee	Essential	Application, interview



administration including a thorough understanding of democratic processes.		
Good understanding and practical experience of committee and electoral administration work	Desirable	Application, interview

Skills and Relations with People

Criteria	Essential or Desirable	Application, Interview or Assessment
Political awareness and the ability to work successfully within a political environment through effective working relations with Elected Members	Essential	Application
Excellent analytical and written skills	Essential	Application, interview

Creativity and Innovation

Criteria	Essential or Desirable	Application, Interview or Assessment
Experience of managing and undertaking interdepartmental initiatives and complex projects	Essential	Application, interview
Experience of leading, implementing and managing change and service improvement.	Essential	Application, interview

Financial Accountability



Criteria	Essential or Desirable	Application, Interview or Assessment
Experience of managing financial budgets	Essential	Application, interview
Demonstrable experience of commercial contracts	Essential	Application, interview
Experience of commercial property contracts including leases and development agreements	Essential	Application, interview

Impact upon the Organisation and the Community

Criteria	Essential or Desirable	Application, Interview or Assessment
High level oral skills including delivery of formal presentations in public settings, senior officer and elected Members, in order to influence persuade and negotiate.	Essential	Application
Proven ability to gain trust and respect of all stakeholders	Essential	Application
Ability to create and sustain a high performing, empowered and supportive staff culture through positive and collaborative leadership	Essential	Application, interview

Management and Supervisory Responsibilities



Criteria	Essential or Desirable	Application, Interview or Assessment
A strong and effective leader, who is a role model and an effective communicator, determined, positive and approachable	Essential	Application
Good inter-personal skills	Essential	Application
Experience of recruiting, coaching and managing staff in a multi-skilled environment	Essential	Application, interview
Experience in overseeing appraisal and performance management of staff.	Essential	Application, interview

Initiative and Independent Action

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to work under pressure and to tight deadlines	Essential	Application
Ability to work with minimum supervision	Essential	Application

Additional Requirements

Criteria	Essential or Desirable	Application, Interview or Assessment
No contra-indications in personal background or criminal record indicating unsuitability in this role	Essential	Application, interview



Legally entitled to work in the UK.	Essential	Application, interview
Flexibility to work variable hours including evenings	Essential	Application, interview
Ability to participate in the Council's out of hours on-call and Civil Emergency arrangements	Essential	Application, interview
Ability to work from home with access to reliable fast broadband connectivity	Essential	Application, interview

DBS Requirements

- No Check Required

Under the provisions of the Local Government and Housing Act 1989 (LGHA) this post is considered politically restricted.

