



## **JOB DESCRIPTION**

**JOB TITLE:** Director of Legal and Democratic Services

**DEPARTMENT:** Transformation and Resources

**SALARY:** £80K

**DIRECTLY RESPONSIBLE TO:** Chief Executive and Corporate Director of Transformation and Resources

**DIRECTLY RESPONSIBLE FOR:** Staff and resources within service

### **Main Purpose of the Job:**

To act as the Council's legal advisor and statutory Monitoring Officer ensuring that the Council, its Members and Officers act within the legal and ethical frameworks for local government.

To ensure that appropriate, efficient and effective legal and democratic services are provided in order to progress the Council's strategies and objectives.

### **Main Duties:**

#### **Corporate**

- As statutory Monitoring Officer of the Council:
  - ensure that the Council and its officers act lawfully

- ensure that the Council has an ethical framework and provide advice and assistance to enable Members and officers to maintain high standards of conduct. This responsibility also extends to Parish Councillors and co-opted members
- investigate allegations of breaches of the Members' Code of Conduct referred by Ethical Standards' Officers from the Standards' Board. This responsibility extends to Parish Councillors and co-opted members.
- work closely with, and advise the Standards' Committee on issues of standards and conduct
- act as first point of contact between the Standards' Board and the Council
- maintain the registers of interests and gifts/hospitality
- Provide clear and timely advice, guidance and support to the Council, the Executive, all Members, the Chief Executive and the corporate management team of the Council.

### **Service Management**

- To play a full part in the management and leadership of the development and delivery of plans, strategies, resources, services, and reviews of effectiveness.
- To contribute to corporate and cross service working to achieve the most effective services possible for Trafford's communities.
- To undertake service programmes and projects which link to the objectives of the corporate plan and improve the service delivery and performance of Trafford Council.
- To lead and direct allocated services and staff, ensuring they deliver agreed outcomes on time, within budget and within the Authority's policy priorities and framework.
- As part of the Directorate Management Team ensure that the requirements for the development, monitoring and updating of appropriate statutory and non-statutory plans are fulfilled.
- Ensure that the service contributes fully to the Council's significant transformation and organisational development agenda.
- To ensure the delivery and strategic development of scrutiny and governance services

- To ensure the provision and development of efficient and effective registration and nationality services and to act as the Proper Officer's Representative to the General Register Office.
- To ensure the provision of effective democratic and election services.
- To undertake any other duties, commensurate with the job grade, that may arise, as required.

### **Health and Safety**

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

### **Equalities & Diversity**

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

### **Customer Care**

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

### **Training and Development**

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

### **Policy**

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

### **Confidentiality**

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain

the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.

Date prepared/revised: B Dunn/C Hay  
Prepared/revised by: Sept 2010



### **PERSON SPECIFICATION**

**Job title:** Director of Legal and Democratic Services

**Grade:** SM3

***Stage one: Disabled candidates are guaranteed an interview if they meet the essential criteria***

<b><i>MINIMUM ESSENTIAL REQUIREMENTS</i></b>	<b>METHOD OF ASSESSMENT *</b>
<b>1. Qualifications/Training etc.</b>	
Qualified solicitor with current practicing certificate or barrister	<b>A/C</b>
Relevant management and/or professional qualification and evidence of continued professional, managerial and personal development.	<b>A/C</b> <b>A/I</b>
<b>2. Experience</b>	

A proven track record of management experience at a senior level within Local government or a large complex organisation.	<b>A/I</b>
Substantial post qualification experience in legal practice including working at a senior level	<b>A/I</b>
Experience of working successfully and effectively as part of a management team and of formulating strategies, policies, objectives, and targets.	<b>A/I</b>
A proven track record of leading, motivating staff teams and of developing a culture that has achieved a high level of performance and continuous service improvement.	<b>A/I</b>
A successful record of delivering customer focused services that involve users and drive up standards and performance.	<b>A/I</b>
A successful track record of leading and managing change	<b>A/I</b>
Success in developing and building effective teams in a large and complex organisation.	<b>A/I</b>
Evidence of working effectively in cooperation and partnership with a wide range of communities, partner agencies, private sector providers, public agencies, voluntary bodies and statutory authorities.	<b>A/I</b>
Evidence of successful resource and financial management, including evidence of formulating budgets, resolving conflicting priorities, and applying rigorous monitoring and control procedures.	<b>A/I</b>
Evidence of promoting diversity and creating equality in service delivery and employment.	<b>A/I</b>
Evidence of successfully managing projects	<b>A/I</b>
<b>3. Knowledge</b>	
Understanding of the law so far as it affects local government	<b>I</b>
Strong awareness of the current issues facing local government and the wider public sector.	<b>I</b>
Excellent knowledge and understanding of the legislative framework and key issues relevant to the allocated service area	<b>I</b>
A broad understanding of the value and use of new technologies in improving services, and modernising working processes.	<b>I</b>

#### 4. Skills & Abilities

High degree of political sensitivity and awareness.	I
Ability to think, plan and act corporately and strategically	I
Ability to lead and motivate others to high performance, especially in difficult times and through periods of transformational change	I
Effective communication and interpersonal skills and the ability to adapt personal style to meet the needs of the audience.	I
Ability to analyse complex issues and adopt a creative approach to problem solving and service delivery in challenging circumstances and with competing priorities.	I
Ability to build positive relationships and lead and/or work in multi-functional teams to create improvement in service delivery or corporate working	I
Ability to foster partnerships, work collaboratively across organisational boundaries and achieve performance and results through others.	I
Excellent influencing and negotiation skills.	I
Robust and resilient.	I
Ability to work irregular hours as required to meet the demands of the post, including the attendance at evening and weekend meetings and civic functions	I

**\* Method of Assessment**

**A** = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview,  
**P** = Presentation, **T** = Test, **AC** = Assessment centre

Date prepared/revised: April 2017

Prepared/revised by: AVB