

The City of Cardiff Council **Recruitment Pack**

**Director of Governance
and Legal Services**





Dear Applicant,

The City of Cardiff Council needs creative, experienced and enterprising people with an appetite to explore new ways of working across boundaries and sectors to secure the best possible outcomes for Cardiff, the capital city of Wales and a leading UK core city.

We want the right people with the technical skill, managerial capacity and fresh perspectives to support the political leadership in the delivery of a fast-paced and ambitious agenda, working towards achieving the Council's vision of becoming Europe's most liveable Capital City.

This is an exciting opportunity to become part of a senior management team in a leading public sector organisation with 15,000 employees delivering over 700 individual services to over 350,000 residents.

The Council wants to attract the best candidates to support the achievement of an important agenda through a period of organisational change and improvement against a back cloth of financial austerity. We are keen to develop a team which will ensure that there is a positive and inclusive performance culture within the organisation that will serve to deliver the Council's priorities and put Cardiff at the forefront of local government in the UK.

Christine Salter
Corporate Director, Resources





About the Job....



Resources Directorate

Director of Governance and Legal Services **Salary £120,000**

The City of Cardiff Council, like many other public sector organisations, has to change in order to deliver improved outcomes for its citizens whilst transforming how it works leading to the achievement of efficiencies.

Reporting to the Corporate Director, Resources you will be responsible for the provision of accurate and timely information and support for the Council's Cabinet and Committees and all elected members, providing a robust platform for open, transparent and challenging governance and decision making.

You will also be responsible for the management and development of the Council's Legal Service, including taking a lead role in optimising and growing the use of the Council's resources by creatively using risk-managed partnerships, collaborations and commercial ventures to best deliver the key services needed by customers

You will need to be articulate, credible and able to win respect by giving clear expert advice, thinking strategically and leading a broad range of functions.

Your in depth understanding of local authority governance and legal experience will enable you to shape and influence the way that the Council delivers outcomes through the Corporate Plan and its related policy agenda.

Your ability to establish constructive relationships with elected members, partner agencies and other authorities will be key to ensuring that Cardiff is at the forefront of delivering excellent services.

You will be a core member of the Council's senior management team and will also fulfil the statutory duties and responsibilities of the authority's Monitoring Officer.

For an informal discussion about this post, please contact the Corporate Director of Resources, Christine Salter on (029) 2087 2300.

The Recruitment Process

Should you decide to make a formal application, the first stage will be shortlisting based on your application. This is a Member appointment.

Closing Date

Monday 11th April 2016 at 12 noon

Queries

If you wish to have an informal discussion prior to application, please contact the Corporate Director, Resources, Christine Salter on 029 2087 2301.

Equal Opportunities

Equal opportunities will be afforded to all applicants. Appointment will be made on merit.



Role Profile



Role Title: Director, Governance and Legal Services –
Role requires an admitted Solicitor or Barrister with full CPD

Grade : Director Spot Salary

Primary Purpose of Role

- To take lead responsibility for the provision of accurate and timely information and support for the Council's Committees and all elected members, providing a robust platform for open, transparent and challenging governance and decision-making; to provide strategic analysis and robust advice to Cabinet Members with regard to best options and methods to deliver relevant aspects of the Council's Corporate Plan;
- To ensure the effective and efficient implementation of the Cabinet's strategic choices with a firm focus on achieving continually improving outcomes in services provided to internal customers and partner organisations.
- To embrace the corporate priorities across the Council and be part of a cohesive corporate team.

Key Accountabilities

- To translate the Council's stated vision and priorities into a set of aligned and effective strategies for the Directorate
- To provide high-quality advice and insight for the Cabinet Members regarding the most effective models for achieving corporate priorities and responding to emerging needs
- As a key member of the senior management team, to undertake cross-cutting responsibilities throughout the Council
- To take a lead role in the formation and on-going development of deep-rooted strategic partnerships and relationships that will position services within the Directorate as an exemplar for the City Region
- To identify and make the most of existing and potential synergies across the work of the Directorate and other services, plus those of partner organisations
- To take a lead role in optimising and growing the use of the Council's resources by creatively using risk-managed partnerships, collaborations and commercial ventures to best deliver the key services needed by customers
- To accurately advise the Corporate Director Resources and Cabinet Members how and where to generate income and make efficiencies, cuts or investments in services within the Directorate that will best serve the people of Cardiff and the City Region
- To assess the strategic impact of shifting service demands in a diverse City Region, prominent financial pressures and a commitment to the provision of improving standards, and to advise the Cabinet Members of all of the options (including innovative responses) and associated implications
- To lead a management team; creating, implementing, monitoring and reviewing the performance of the Directorate Services and ensuring that significantly improved outcomes for customers are secured
- To promote and lead a culture that realises Cardiff's aspirations to becoming Europe's most liveable capital city
- To scan the external context and to advise the Cabinet Members how to position the Council for emerging changes, challenges and opportunities
- To be the Council's lead legal adviser in a key area (Community, Litigation, Property or Procurement)
- To ensure that services are delivered in accordance with the highest standards expected by external regulators
- To ensure that Cabinet Members and service areas receive commercial and pragmatic legal advice which is solutions driven



- To co-ordinate and supervise key research activities that keep elected members fully informed about the effectiveness of service provision, partnering arrangements and policy implementation; enabling elected members to robustly scrutinise performance and progress
- To manage the provision of a range of support to the Council's Committees; taking appropriate actions to ensure committees are able to fulfil their duties and responsibilities
- To fulfil all of the statutory duties and responsibilities of the Authority's Monitoring Officer

Areas of Responsibility

- Legal Services (Community, Litigation, Property & Procurement)
- Scrutiny
- Democratic Services
- Electoral Services
- Member Services
- Monitoring Officer

Types of Measures of Success

- Continually improving outcomes in the lives of people in Cardiff and the City Region
- Achievement of Corporate Priorities for the portfolio
- Effective management of resources – improvement of performance, whilst achieving required financial savings or external exploitation of resources.
- Satisfaction of the Cabinet Members with quality of advice offered in relation to key portfolio choices
- Satisfaction of elected members with the quality and timeliness of information and support provided by the team

When preparing your written application you will need to provide evidence only for the competencies identified with an asterisk. These are the essential competencies for your written application. In responding to each of the essential competency areas, you must provide examples which demonstrate how you have successfully delivered results of a size, scope and complexity comparable to the challenges faced by Cardiff Council. These and the remaining competencies will be assessed during the remaining stages of the recruitment process.

Behavioural Competencies	Application Stage	Competency Level(s)
Putting Our Customers First	*	5
Getting Things Done	*	5
Taking Personal Responsibility	*	5
Seeking to Understand Others		5
Developing Potential		5
Leading Change	*	5
Initiating Change and Improvement	*	5
Organisational Awareness		5
Partnering and Corporate Working	*	5
Communicating		5
Analysing , Problem Solving and Decision Making		5
Equality & Diversity		5
Optimising Resources	*	5
Demonstrating Political Acumen		5



Contract



1. CONTRACT

This is a permanent appointment.

2. CONDITIONS

Conditions of service will be in accordance with the Joint Negotiating Committee for Chief Officers of Local Authorities as adopted by the County Council from time to time, plus any other conditions or regulations determined by the Council from time to time in consultation with the recognised trade unions.

3. SALARY

The inclusive spot salary for this post is £120 000. National pay awards in accordance with the JNC for Chief Officers of Local Authorities will be applied.

4. PERFORMANCE APPRAISAL

There will be an annual process of performance appraisal linked to the setting and achievement of the responsibilities and accountabilities of the job; and identifying any continuing personal development needs to maintain a high level of performance. The process is separate from any scheme relating to either pay or performance related pay.

5. ANNUAL LEAVE

Annual leave will be 27 days for employees with less than 5 years continuous service, and 32 days for employees with more than 5 years continuous service. You will also be entitled to 8 bank holidays.

6. HOURS OF WORK

The job of Director cannot be satisfactorily undertaken within a fixed working week and some element of unsocial hours will be required for the proper performance of the responsibilities. The inclusive salary scale for the appointment reflects the need to work in addition to and outside normal office hours.

7. SICK PAY

Occupational Sick Pay Scheme will be in accordance with the JNC for Chief Officers' Conditions of Service.

8. PENSION

Local Government Pension Scheme. An opting out notice is available from the Pension Section.

9. POLITICAL RESTRICTION

This post is politically restricted in accordance with the Local Government and Housing Act 1989 (as amended by Local Democracy, Economic Development and Construction Act 2009).

10. CAR LOAN SCHEME

You are eligible for a loan (which is not a taxable benefit) under the Council's scheme.



11. CAR MILEAGE ALLOWANCE

If you need to use your vehicle for business purposes you will be reimbursed at the HMRC mileage rate.

12. SMOKING

The Council has a no smoking policy.

13. FLEXIBILITY AND MOBILITY CLAUSE

As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you commensurate with your grade or general level of responsibility within the organisation, at your initial place of work or at or from any other of the Council's establishments.

14. SATISFACTORY MEDICAL REPORT

A satisfactory medical report is required from the Council's Medical Adviser on initial appointment to the Council.

15. NOTICE PERIODS

This will normally be three months in writing on either side but this can be changed by mutual agreement.

16. RESTRICTIONS ON RE-EMPLOYMENT

Certain restrictions apply after termination of employment. These relate to not divulging confidential information. Also within 12 months not taking up employment or providing services for reward to a body in the circumstances outlined in the conditions of service, without the consent of the Council which will not unreasonably be withheld. These provisions do not apply if the termination is as a result of redundancy or externalisation of work and a consequent transfer to a new employer.





