

Recruitment Pack

Director - Governance and Legal Services and Monitoring Officer



Mae'r ddogfen hon ar gael yn Gymraeg hefyd / This document is also available in Welsh



**STRONGER
FAIRER
GREENER**



Stronger, Fairer, Greener



Dear Applicant,

Director – Governance and Legal Services and Monitoring Officer

Thank you for your interest in this exciting role.

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 a Stronger, Fairer and Greener 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.

Chris Lee
Corporate Director, Resources



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Resources Directorate

Director of Legal Services and Governance and Monitoring Officer

Salary £139,463 (spot salary)

This is an exciting opportunity to work in a vibrant and diverse city and to be part of a dynamic senior management team. In return, we ask you to bring excellent leadership and communication skills, plus the passion and experience to deliver efficient, innovative, partnership-focused services.

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, Council 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 Lexcel Accredited Legal Service, and democratic services, 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.





JOB DESCRIPTION AND PERSON SPECIFICATION

<p>Job Title: Director, Governance and Legal Services and Monitoring Officer</p>	<p>Directorate: Governance & Legal, Resources</p>
<p>Section:</p>	<p>Reporting to: Corporate Director, Resources</p>
<p>Remuneration: £139,463 (spot salary)</p>	<p>Hours per Week: Full Time</p>
<p>Post Number: 50235020</p>	<p>Number of Employees Reporting to Post: 7 Direct Reports</p>
<p>Special Conditions: Casual Car User. Full and valid driving licence and use of own car would be an advantage. Evening work to cover items such as Council meetings in person is a requirement of this role Occasional weekend working may be required. 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). This role requires an admitted Solicitor or Barrister with full CPD.</p>	<p>Location of Post: The office location of this post will be County Hall in Cardiff Bay however home working for some of the time will be accepted. Agile working is a key feature and expectation of this role.</p>
<p>Job Purpose: To be the Council’s statutory Monitoring Officer To take lead responsibility for the provision of accurate and timely information and support for the Council and its 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 regards 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.</p>	



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Key Accountabilities

1. To translate the Council's stated vision and priorities into a set of aligned and effective strategies for the Directorate.
2. 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.
3. As a key member of the senior management team, to undertake cross-cutting responsibilities throughout the Council.
4. 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.
5. 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.
6. To take a lead role in optimising and growing the use of the Council's resources by creatively using risk-managed partnerships, collaboration, and commercial ventures to best deliver the key services needed by customers.
7. 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.
8. 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 options (including innovative responses) and associated implications.
9. 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.
10. To promote and lead a culture that realises Cardiff's aspirations to becoming a Stronger, Fairer, Greener capital city.
11. To scan the external context and to advise the Cabinet members how to position the Council for emerging changes, challenges, and opportunities.
12. To be the Council's lead legal adviser and ensure there are lead advisers in key areas of Community, Litigation, Property and Procurement.
13. To ensure that services are delivered in accordance with the highest standards expected by external regulators.
14. To ensure that cabinet Members and service areas receive commercial and pragmatic legal advice which is solutions driven.
15. 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.
16. To manage the provision of a range of support to the Council's Committees; taking appropriate actions to ensure committees can fulfil their duties and responsibilities.



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17. To fulfil all the statutory duties and responsibilities of the Authority’s Monitoring Officer.

18. To lead on the following areas of responsibility:

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

Corporate Requirements

1. To participate actively in supporting the principles and practice of equality of opportunity as stated in the organisation’s Equal Opportunities Policy.
2. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.
3. To, as a statutory duty, adhere to the organisation’s Corporate Safeguarding Policy or equivalent statutory and associated policies and procedures and to report concerns regarding the safety and wellbeing of children or adults at risk. To support you in this, you are required to access safeguarding training at the level which is relevant to this post.
4. To comply with all Council policies including Information Governance and undertake any mandatory training required.
5. 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.
6. Although you will be provided with a base, you will be required to work from various locations in accordance with the needs of the role.

DATE COMPLETED: **AGREED BY:**(Recruiting Manager)

Date Received by Post holder: **Signature of Post holder:**





PERSON SPECIFICATION

Job Title: Director, Governance and Legal Services and Monitoring Officer

Post Number: 50235020

THE PERSON APPOINTED MUST MEET THE FOLLOWING REQUIREMENTS

<p>ESSENTIAL REQUIREMENTS (You MUST demonstrate that you meet these requirements)</p>	<p>DESIRABLE REQUIREMENTS (You do not have to meet these requirements, but if you do, please tell us)</p>	<p>ASSESSED BY</p>
<p>Competencies (as per Behavioural Competency Framework)</p>		
<p>Putting Our Customers First – Level 5 Getting Things Done – Level 5 Taking Personal Responsibility – Level 5 Seeking to understand others and treating them with respect – Level 5 Organisational Awareness – Level 5 Partnering and Corporate Working – Level 5 Demonstrating Political Acumen – Level 5</p>		<p>Interview</p>
<p>Education and Training</p>		
<p>Educated to degree level or equivalent, with demonstrable evidence of continuous professional and personal development. Currently practising and qualified solicitor or barrister. Member of relevant and recognised professional body. Evidence and commitment to continuous professional development.</p>	<p>Ability to communicate in the Welsh language, or commitment to learn.</p>	<p>Application Form and Certification where required</p>



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Experience / Knowledge		
<p>Successful and respected leader with a track record of working as a senior legal adviser within the public sector.</p> <p>Monitoring Officer or deputy/acting MO experience.</p> <p>Knowledge of LA Legal and Governance Frameworks</p> <p>Experience of working in a senior local government legal context, with exposure to the political environment.</p> <p>Knowledge of the governance structure and processes of local authorities and working experience of Constitutional issues.</p> <p>Good understanding and application of the Code of Conduct and the role and purpose of Standards Committees.</p> <p>Experience of working with senior politicians, delivering advice and support in a timely and effective way.</p> <p>Experience of managing teams and aligning people to purpose to deliver meaningful outcomes.</p> <p>High degree of politically sensitivity and experience of dealing with a range of complex issues and stakeholders with often conflicting agendas.</p>	<p>Demonstrable experience of operating successfully within a multi-stakeholder environment, developing effective partnerships, and delivering lasting change and improvement.</p> <p>Experience of being involved with managing complex elections and counts and electoral registration matters.</p>	<p>Application Form and Interview</p>
Skills and Abilities		
<p>A high standard of professional awareness and conduct</p> <p>Ability to remain calm and focussed under pressure</p> <p>Ability to bring others on and enable them to reach their full potential</p> <p>Strong interpersonal skills and quick to establish a rapport with others</p> <p>Possesses strong negotiation and influencing skills and wins the trust, respect, and confidence of others</p> <p>Ability to think and act strategically, developing solutions to help respond to complex problems.</p> <p>Ability to be pragmatic and navigate through complexity and conflicting interests – navigating towards consensus.</p> <p>A sophisticated approach to risk and developing a risk-wise culture.</p>		<p>Application Form and Interview</p>



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Personal Attributes		
<p>Shows a personal commitment to the work of the organisation.</p> <p>Demonstrates a commitment to the vision and values of the organisation, leading by example.</p> <p>Demonstrates a positive attitude to new challenges and a willingness to adapt to quickly to change.</p> <p>Commitment to the organisation’s Equal Opportunities Policy and recognises, values, and celebrates difference.</p>		<p>Application Form and Interview</p>
Special Circumstances		
<p>Requirement to undertake evening work to cover items such as Council meetings in person.</p> <p>Will undertake other duties and or times of work as may reasonably be required of you.</p>	<p>Full and valid driving licence would be an advantage.</p>	<p>Application Form and Interview</p>

OPEN

We are open and honest about the difficult choices we face, and allow people to have their say on what’s important to them and their communities

FAIR

We champion fairness, recognising that with less resource we will need to prioritise services for those who need them most.

TOGETHER

We will work with our communities and with partners across the city to deliver the best outcomes for the people of the Cardiff



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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 £134,747. 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 28 days for employees with less than 5 years continuous service, and 33 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.



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11. CAR MILEAGE ALLOWANCE

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

Are you ready to play a part in Cardiff's future?

For a confidential, informal discussion about this post, please contact the Corporate Director of Resources, Chris Lee on 07866924818.

If you are ready for this challenging but rewarding role, you can apply ([here](#)).

Closing Date: Sunday 29th October 2023 at 11.59pm

This vacancy is suitable for post share.

We welcome applications in both English and Welsh.

