

## **Job Profile – Director of Legal and Governance (AD1)**

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**Department:** Corporate Resources  
**Responsible to:** Strategic Director Corporate Resources  
**Responsible for:** Legal and Governance

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**Job purpose** Lead and manage Democratic, Legal, Mortuary and Registrar's Services, providing a comprehensive legal and governance framework, advice and support in order to facilitate the delivery of modern Council services.

Act as Statutory Monitoring Officer pursuant to Section 5 of the Local Government and Housing Act 1989.

Build, nurture and sustain effective multi-agency partnerships across the locality ensuring the delivery of needs-led integrated, joined-up, fit for purpose and responsive services.

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### **Corporate responsibilities**

1. Contribute to the strategic leadership of the Council by establishing, leading, developing and implementing effective strategies and plans that will deliver the Council's priority outcomes.
2. Create, encourage and role model a culture of achievement and service excellence through efficiency and continuous improvement.
3. Inform, support and advise Elected Members so that they can fulfil their executive, scrutiny and representational responsibilities.
4. Design and implement service delivery standards and performance criteria and develop and mature key performance data.
5. Champion employee engagement and experience ensuring Bradford Council is a great place to work and has an inclusive culture in which all staff have a voice and are supported in achieving their potential.

6. Ensure the department resources are used and managed effectively, efficiently and sustainably and in accordance with Council Standing Orders and Financial Regulations.
  7. Ensure that all decisions made across the department are based on sound risk management principles which comply with Council procedures and processes within its financial, legal, ethical and statutory frameworks.
  8. Take collective responsibility for the delivery of the Council's transformation programmes.
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### **Service focused responsibilities**

1. Promote, develop and monitor good governance across the Council's functions and activities encompassing work with partners including development of a modern accessible constitution.
2. Deliver across a range of democratic services including those provided by Committee Secretariat, Members Support Team, Civic Affairs Team and the Elections Team.
3. Key contact to the Coroner to ensure that the Council provides appropriate support to the West Yorkshire (West) Division of the Coronial Service.
4. Lead role in developing the Council's approach to democratic renewal within the overall community leadership and corporate governance framework.
5. Proactively lead on legal matters within the corporate governance framework providing advice and guidance that secures efficient and effective decision-making.
6. Provide constitutional and legal advice to members/officers and attending meetings of the full Council, the Executive Committee and other appropriate member bodies in support of the Strategic Directors and as may be required.
7. Foster excellence by developing effective working relationships with members, officers, clients and lawyers providing advice and support.
8. Manage the legal team's participation in and development of the relationship with WYLA and develop collaborative arrangements with other public and private bodies.
9. Ensure efficient and effective conduct of parish, local, parliamentary and European elections, and referenda.
10. Manage the Overview and Scrutiny function to ensure effective challenge is in place across the Council and District Partnership to support district wide improvements.
11. Develop overall support package across the organisation for Members to enable them to carry out their roles effectively.
12. Ensure effective decision-making and governance arrangements between the Council and its strategic partners in the District.

## **Person specification – Director of Legal and Governance**

### **Part One**

#### **Qualifications**

1. Either qualified as a Solicitor OR Barrister, able to practice at the Bar.

#### **Experience**

2. Successful track record at a senior management level of achieving improved key priority outcomes in a comparable organisational context and environment.
3. Experience in the development, presentation and implementation of complex strategy and policy in a relevant area.
4. Extensive experience of effective corporate and collaborative working, building cross sector or cross service partnerships and relationships to deliver corporate and service priorities.
5. Extensive experience of successful financial management including budget formulation, financial planning, monitoring and control, within tight financial limits in a complex organisation.
6. Tangible evidence of leading and motivating people; developing a high performing culture with continuous service improvement and effective performance management.
7. A track record of promoting, leading and implementing change programmes, delivering customer focused services, improving service quality, operational performance and culture.
8. Experience of applying high level understanding when exercising judgement in challenging and sensitive circumstances, providing advice at a senior level to local government, or a comparable organisation, to achieve corporate objectives.
9. A track record of promoting and delivering positive solutions to achieve diversity, equality of opportunity and preventing discrimination.

### **Part Two**

#### **Skills, Knowledge and Abilities**

1. Ability to develop rapport and work effectively with a diverse range of people, consulting with, listening to and understanding varying needs.
2. Understanding of the legal, financial and political workings of local government and current best practice on tackling the kind of challenges that face local government services.
3. Ability to form sound, evidence-based judgments, find solutions to complex issues and problems, assessing risks and taking responsibility.

- 4. High degree of self-awareness, with the ability to own mistakes and move quickly to develop contingency and / or mitigation strategies.
- 5. Ability to inspire, guide, motivate and develop people, to achieve high performance.
- 6. Ability to listen to and influence others, presenting information and arguments convincingly.
- 7. IT literate and able to manage information systems as necessary

**Part Three**

**Other requirements**

- Prepared to take an active role in the District affairs outside usual office hours, including weekends and holiday periods
- To participate in the Senior Leadership Team (SLT) Emergency Duty rota
- This post is subject to DBS requirements
- This post is politically restricted

<b>Completed by:</b>		<b>Date:</b>	
<b>Quality checked: (HR)</b>		<b>Date:</b>	