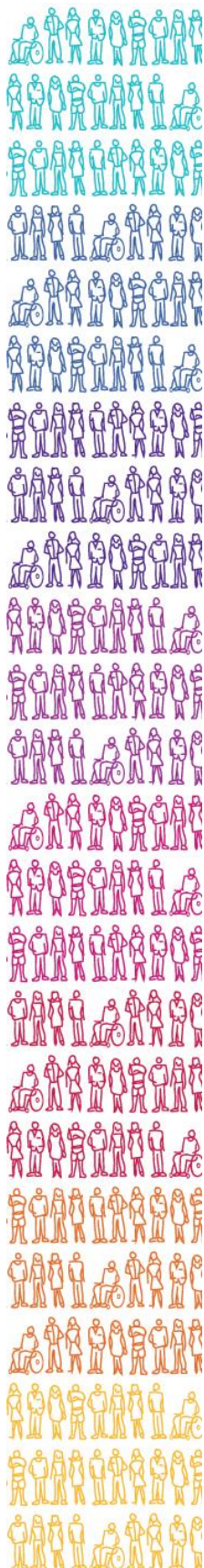
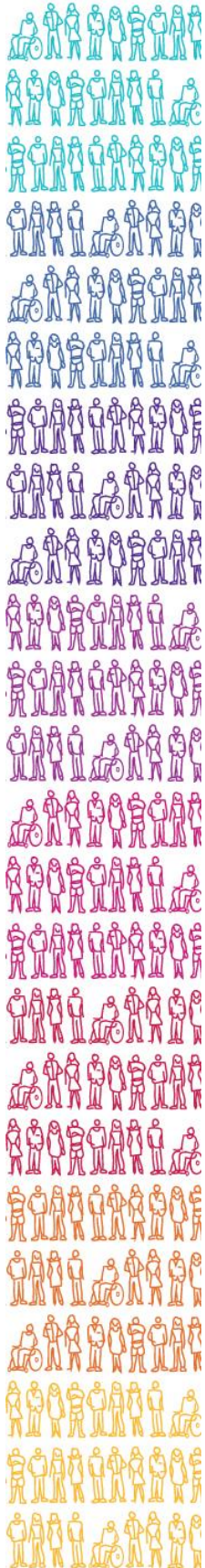


# Job description



Head of Legal & Democratic Services (Monitoring Officer)	
<b>Immediate team</b>	Chief Executive
<b>Service team</b>	Legal Services, Democratic Services
<b>Line manager's job title</b>	Spot Grade, £122,475
<b>Number of direct reports</b>	Permanent
<b>Salary and grade</b>	37 hours per week or as required.
<b>Duration of role</b>	The designated office base is Abbey
<b>Hours per week</b>	South Oxfordshire
<b>Location</b>	Six months
<b>Employing council</b>	Three months
<b>Probationary period</b>	No
<b>Notice period</b>	October 2023
<b>DBS check required</b>	Chief Executive
<b>Date job description updated</b>	Legal Services, Democratic Services
<b>Statutory Roles</b>	Monitoring Officer Data Protection Officer

About the role and what we're looking for
<p><b>Job purpose:</b></p> <ul style="list-style-type: none"> <li>subject to full council approval, to fulfil the statutory function of monitoring officer for both councils.</li> <li>to ensure that the strategic objectives of each council are met and that all residents receive services which provide service improvement and value for money through the delivery of direct and commissioned services.</li> <li>to provide effective leadership and development for the service areas within your scope (Legal Services, Democratic Services), ensuring the necessary changes to culture and practice, to take forward the joint working arrangements of the councils.</li> <li>as the principal advisor to both councils on the service areas within your scope, to facilitate informed decision making by ensuring that officers and members are appraised of issues and receive relevant, best-practice professional advice.</li> <li>to assist the Chief Executive in the strategic management of the</li> </ul>



service areas within your scope.

**Main duties and responsibilities:**

**Corporate management**

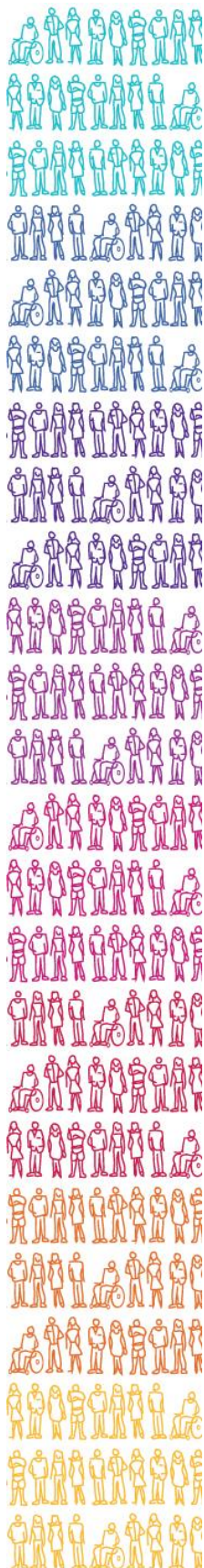
To assist the Chief Executive in providing strong and effective corporate management of both councils through:

- working closely with corporate management to help create and embed the necessary changes in culture and practice to meet the needs of both councils.
- to interact with portfolio members and provide regular reports and briefings to Cabinet and lead opposition members.
- contribute to the achievement of both councils’ overall objectives by aligning the service to its vision and priorities, working with colleagues across both councils to deliver joined-up programmes, projects, policies, and initiatives effectively and efficiently, optimising the effective and efficient use and deployment of resources.
- to establish and maintain effective working relationships with all elected members as appropriate.
- to build effective working relationships with internal and external partners, stakeholders, and communities of interest in order to develop and improve services.
- to promote a positive image of both councils externally and represent the councils in discussions with partner organisations and stakeholders.

**Service management**

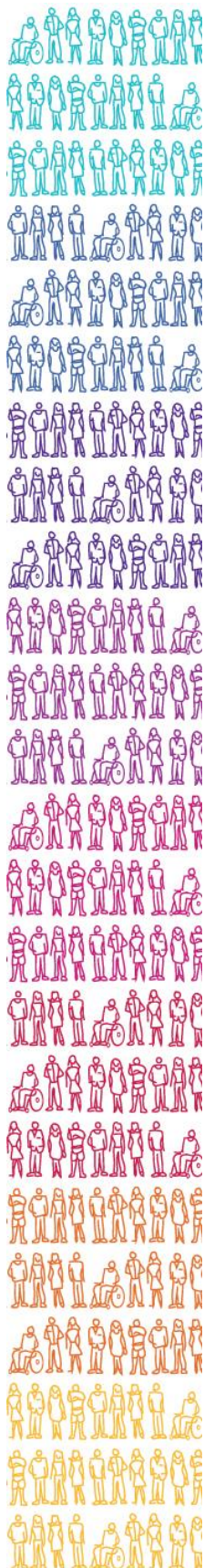
To ensure sound and robust management of the service through:

- the development, delivery and monitoring of an annual service and business plan which aligns with both councils’ corporate plans, objectives, and priorities. Plans to be delivered within timeframes agreed by the strategic management team and members, sufficient to inform the councils budgetary processes.
- leading, motivating, and developing the teams within your scope, both individually and collectively, ensuring that the employees of each council are aware of the aims and objectives of their council, the standards of behaviour and performance expected of them and the achievements of the separate organisations.
- leading and managing the services within your scope, delivering excellence across the service through the development of high performing teams, effective delegation, communication, cross-authority



working, prioritising customer service and satisfaction across all areas

- leadership and innovation in the development of innovative approaches to service delivery to ensure continuous improvement in performance, value for money, and quality of services for customers.
- ensuring performance management is embedded into the day-to-day work of the services within your scope. Performance reviews to be undertaken by the due dates and recorded as required by the review processes. Also, ensure all service plan and workplan monitoring is undertaken by the due dates and entered onto the performance management system(s).
- identifying training and development needs in discussion with service managers for all staff in the services within your scope; and to encourage participation in any training and development activities. This to include coaching, mentoring and evaluation of all training undertaken.
- to plan, monitor and manage the service’s budget to achieve financial and performance targets and work with corporate management to ensure budgets are aligned to both councils’ corporate strategies, objectives, and priorities.
- to build and lead successful joint-working arrangements and partnerships with and between councils, internal and external service providers, other Councils, and agencies to deliver high-quality and cost-effective, customer-focused services.
- to maintain an awareness and understanding of new legislation and/or best practice, relevant to the services within your scope, interpreting the resulting implications and developing appropriate policies, procedures, and practice to ensure that both councils comply with their statutory obligations as well as secure performance improvement and increased customer satisfaction.
- to ensure both council’s policies and procedures, particularly health and safety, equalities, customer care, emergencies, security, and work standards are embedded throughout the services within your scope.
- to represent both councils equally and without bias to all outside bodies.
- to avoid any conflicts in connection with the policies and activities of each council which may be different as a result of being led by different political parties.
- to undertake all such duties and responsibilities determined by the Chief Executive that is commensurate with the nature of the post.



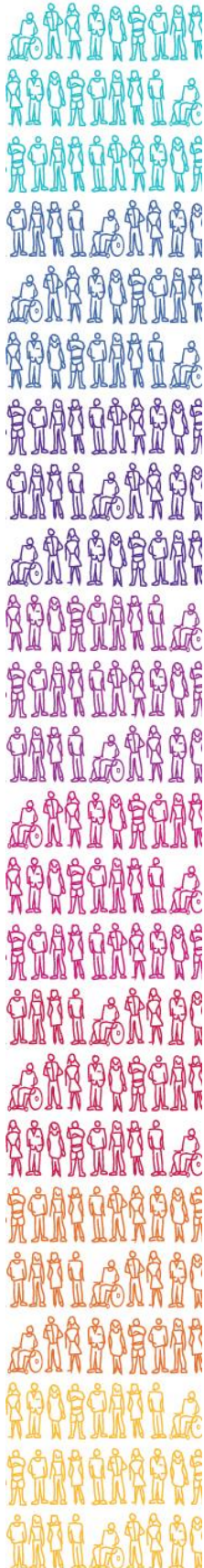
## About you

### Experience

- relevant professional qualification as a fully qualified solicitor or equivalent.
- demonstrable vocational experience and evidence of continuing professional development.
- an in-depth knowledge and management experience of at least one of the significant services specified in the job description in a demanding, complex, and politically sensitive environment.
- a good understanding of a wide range of policy and operational issues, as well as experience of achieving significant service outcomes, in at least one of the significant services specified in the job description.
- proven success in leading a large multi-disciplined team through major change, managing the integration of functions into a customer-focused service that significantly contributes to the achievement of corporate priorities.
- a strong track record of achievement in developing, managing and implementing service strategies that underpin the delivery of progressively higher standards of service and cost reductions within challenging organisational circumstances.
- experience of planning, monitoring, and managing service budgets.
- evidence of having used diversity (in its broadest sense), in a very practical way, to increase levels of organisational performance.
- demonstrates a commitment to self and staff development.

### Key competences and behaviours

- a corporate leader who is energetic, determined, and positive to enable the joint working arrangements of the councils.
- the ability to provide professional advice confidently and tactfully, expressing a viewpoint and providing clear policy direction.
- the ability to handle competing priorities and a challenging workload in a complex political environment.
- highly developed communication, networking, and ambassadorial



skills.

- strong personal commitment to the achievement of first-class outcomes.
- an inclusive team player who can foster partnerships, work collaboratively across boundaries and achieve performance and results through others.

the ability to motivate staff at all levels to perform at the highest level possible.

**Work related requirements:**

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	Yes
Politically restricted post	Yes
DBS check required	No

**About us**

Our vision and values are important to the councils, and we expect you to support them and embed them in the way we work.

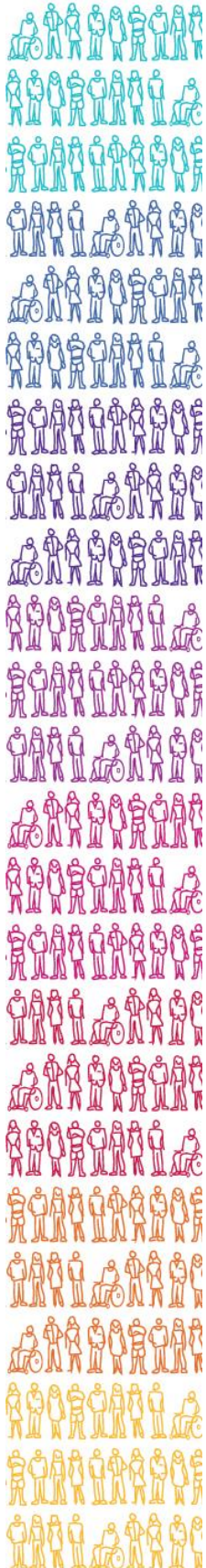


**Our vision**

We are seen as being customer-focused, approachable and business-like. We are honest and open and are renowned for providing high-quality cost-effective services.

**Our values**

- We act with integrity and show respect.
- We are all accountable
- We are passionate about our business.
- We strive for simplicity.
- We love success



### The benefits we offer

- 34 days **annual leave** per annum, plus bank holidays and time off between Christmas and New Year
- **salary pay awards** – we review salaries each April.
- a generous career average **pension** scheme which includes life insurance of three times your salary
- the opportunity to **purchase a bike** through the tax efficient Cyclescheme.
- various schemes to **keep you healthy** (reduced gym membership, free swims, contributory medical schemes, wellbeing appointments, free eye tests for DSE users, after work sports clubs and more).
- a range of resources, support, and activities to help you maintain your **wellbeing** including a monthly wellbeing hour in addition to the ability to work flexibly and annual leave.
- we give you two days per year to **volunteer** within the local community.

### How to apply

Having read about our role if you have any questions, please email **Manager name** Team at **xxxxx@southandvale.gov.uk**

If this job excites you, please complete our online application at <https://southandvale.livevacancies.co.uk/#/>  
We look forward to hearing from you.