

# Head of Legal Services & Monitoring Officer



<b>LEVEL:</b>	Level 3B (Band B Impact Behaviours)
<b>ACCOUNTABLE TO:</b>	Director of Customer Service & Delivery
<b>SALARY:</b>	£46,845 - £52,403 per annum (plus salary supplement for Monitoring Officer Duties)
<b>LOCATION:</b>	Totnes / Tavistock / Agile Working

## Job Purpose

The role of Head of Legal Services & Monitoring Officer will play a key role in ensuring that both Councils deliver their statutory and discretionary services in a way which is clearly understood by Members of the Councils and the communities they serve, and which meet the objectives of the Councils in making a positive difference to residents, business and the environment in which we live.

The post holder will be required to work across two local authorities to support both Councils in robust and effective decision making which provides transparency and accountability at all levels across the organisation.

The role will have responsibility for managing and developing an effective legal team which works collaboratively to support elected Members and Officers and which has a wide range of professional expertise to provide in-house legal advice to all services across both Councils.

The Head of Legal Services & Monitoring Officer will also provide legal advice for both Councils at meetings of the Full Council, Executive, Hub and other committees and will ensure each Council is properly represented by acting as advocate or overseeing any litigation in which the Council has an interest.

The post holder will be required to work with partner organisations including the LGA to ensure the Councils participate effectively in the future of local government.

## Role Profile

- To support the, Council Leaders, Chief Executive and Directors in providing excellent governance and decisions in the provision of the Council functions for both statutory and discretionary services
- To provide professional and clear advice to both the Councils and their committees, elected Members and Council officers on a wide range of legal issues.
- To provide advice to the Statutory Officer's Panels, advice on Committee reports, and in relation to the operation of the Constitution including contract exemptions to both Councils
- To assist in the training and development of elected Members and to provide them with support and advice particularly in relation to Standards and Code of Conduct issues
- To lead the Councils' Legal Services team to provide expertise in matters including property, contracts, litigation, planning, housing, environmental health, environmental services, information law.
- To contribute to the delivery of all the Council priorities and support the creation of opportunities to deliver Council services which meet the needs and aspirations of the communities we serve.
- To engage with Town & Parish Councils as appropriate to support community aspirations
- To represent the Councils at the Devon Solicitors Group and other professional or partnership bodies as required.
- To work effectively as part of the Councils' Extended Leadership Team which is collectively responsible for providing outstanding leadership and empowering the wider workforce, encouraging innovation, partnership working and a culture of flexibility to achieve the delivery of efficient and effective ways of working whilst ensuring high performance and successful outcomes.

# Person Specification

## Qualifications

Essential	Desirable
Extensive experience as a practising Solicitor or Barrister (or equivalent qualification and experience)	Management/Business Management qualification or similar experience

## Knowledge/Experience

Essential	Desirable
Experience of working in local government sector	Negotiation skills or litigation experience
Experience of working as a Monitoring Officer or Deputy Monitoring Officer	Experience working closely with Councillors or partner organisations
Experience of advocacy or providing advice in Council, Executive, committee or other public meetings	Specialist knowledge and experience of at least two areas of local government law i.e. property, planning, information law
Drafting experience regarding Constitution, strategies and policies for effective local government service delivery	
Dealing with complaints and investigations	

## Skills and Abilities

Essential	Desirable
Strong and Effective management skills to empower legal team and deliver effective service.	Ability to effectively motivate teams and colleagues at all levels to work collaboratively
Exercise sound judgement in the public interest, setting out options and risks to Council as necessary	Experienced in dealing with complaint handling in particular relating to Code of Conduct issues at District, Borough and parish level.
Capable of managing competing priorities and overseeing varied case load.	Experience of collating and reporting management information
Ability to give clear explanations whilst advising on complex legal matters	Track record for providing legal advice at short notice in a variety of settings
Experience of working across boundaries or different areas of work to achieve desired outcomes	Track record of collaborative working, ability to facilitate service improvement whilst being able to adapt flexibly to the needs of different Councils

## General/Other

### Essential

### Desirable

All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies.

## Impact Behaviours

The Councils have developed and adopted a behaviour framework known as 'Impact'. The framework aims to enhance both individual and organisational performance by outlining measurable behaviours that describe how we need to perform our roles. The post holder in this role is expected to demonstrate **Band B** Impact Behaviours.