



Director of Legal and Governance Services Role Profile

Service: Legal and Governance Services
Grade: up to £95,000
Reporting to: Chief Executive
Responsible for: Staff and resources within service

About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region’s economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford’s huge potential.

Our vision: Working together to build the best future for all our communities / everyone in Trafford.

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It’s about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits’ package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it’s not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are **EPIC**

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Your Main Priorities

- Act as the Council's principal legal adviser and discharge the statutory duties of the Monitoring Officer, ensuring that the Council fulfils its lawful obligations, statutory duties, and performs its functions and activities in accordance with the law and the principles of good governance.
- As a senior leader and part of the Corporate Leadership Team, role model the Council's values and behaviours, to ensure staff have clear objectives and work priorities and work effectively in line with the Council constitution and financial procedure rules and standing orders, compliance and best professional practice.
- To undertake for the Chief Executive, particular tasks or assignments relevant to the post holder's responsibilities, skills or qualifications as may, from time to time, be required
- Provide leadership and direction to Legal Services, Governance Services (incorporating Elections), Registrars and Information Governance functions.
- To discharge the statutory duties and responsibilities of the Proper Officer for the registration of Births, Deaths and Marriages

Key duties

1. Work collaboratively with other senior leaders and Elected Members in implementing the Council's overall strategic direction and modernisation agenda and, in doing so, ensure that statutory obligations, opportunities and risks are appropriately identified and managed.
2. As a member of the Corporate Leadership Team provide innovative, comprehensive and robust legal advice to ensure that the Council's interests are well served and promoted in respect of any activity, partnership or collaborative working.

3. Demonstrate a clear and practical commitment to ensuring that the Council continually improves and delivers high quality cost effective services that deliver corporate objectives and priorities, engaging effectively in internal / external partnerships and collaborations.
4. Ensure governance and probity arrangements are in place for the Council's complaints and information functions and have responsibility for Local Government Ombudsman complaints on behalf of the Council.
5. At all times, be an ambassador for the Council; with its workforce, partners and residents, ensuring the Council's reputation is enhanced and articulated.
6. As required, act as Deputy Returning Officer.
7. Provide clear and timely advice, guidance and support to the Council, Executive, all Members, the Chief Executive and the corporate leadership team of the Council
8. Working with others, develop the potential of staff in the Service and promote a working environment which maximises the contribution employees can make to achieving service objectives, ensuring the provision of high quality support and advice, effective use of resources and continuous improvement.
9. Ensure that the Council's Constitution operates effectively and is regularly reviewed and updated to reflect changes in the law and best practice, ensuring that its provisions are reflective of and support our strategic ambitions.
10. Ensure the efficient and effective administration of the Council's member level decision making processes and ensure that elected members are appropriately supported in fulfilling their responsibilities with particular emphasis on their executive, representative and leadership roles.
11. Be responsible for complex legal matters, identifying potential areas of risk and liability and advising on solution focused strategies and ensure that Legal Services provide a proactive, solution focused service to clients.
12. As required, act as a legal advocate for the Council in courts, tribunal and inquiries, as well as be responsible for commissioning external legal advice.
13. As the Senior Information Risk Owner (SIRO) for the Council, have responsibility for the Information Governance Framework and ensure compliance with applicable legislation and regulation.
14. As the Council's Monitoring Officer to have overall responsibility for the maintenance and operation of the Council's Raising Concerns Policy.
15. Be responsible for the maintenance of the Statutory Register of Members Interests and other corporate registers that are necessary to maintain to ensure good corporate governance.
16. To discharge all functions of the Council relevant to the responsibilities of the post, which the Council may, from time to time, delegate to the post holder.
17. Embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications

18. Have responsibility for the health, safety and welfare of staff within the Service area, as detailed in the Council's Health and Safety Policy, in addition to any Service specific functions that may fall within the remit of the post.

About You

Qualifications and Professional Development

- Qualified solicitor with current practicing certificate or barrister.
- Evidence of continued professional, managerial and personal development.

Experience and Knowledge

- Substantial post qualification experience in legal practice including substantial experience of working at a senior level.
- Strong awareness of the current issues facing local government and the wider public sector.
- Good knowledge and understanding of the legislative framework and key issues relevant to the allocated service portfolio.
- Substantial experience of advising members and senior officers on constitutional or complex and sensitive legal and governance matters
- Skilled at working in a political environment
- Proven experience of promoting the interests and positive image of a large organisation and of managing organisational reputation, both internally and externally.
- A broad understanding of the value and use of new technologies in improving services, and modernising working processes.
- Evidence of promoting diversity and creating equality in service delivery and employment

- Evidence of working effectively in cooperation and partnership with a wide range of communities, partner agencies, private sector providers, public agencies, voluntary bodies and statutory authorities.
- Experience of setting and delivering business and corporate priorities and track record of sound financial management
- Evidence of strong leadership skills and positive management, development and motivation of staff

Skills and abilities

- High degree of political sensitivity and awareness
- Excellent influencing and negotiation skills and the ability to quickly establish credibility.
- Ability to deliver customer focussed, flexible, efficient and cost effective services
- Robust and resilient.
- Ability to analyse complex issues and adopt a creative approach to problem solving
- Proven track record of leadership and team building skills
- Able to demonstrate an innovative approach and flexible management style.
- Excellent oral and written communication and presentation skills
- Able to collaborate and work well with others to achieve results
- Able to manage change well
- Able to work under pressure and have good time management skills
- Strong commitment to customer service and satisfaction
- Commitment to the principles and practices of ensuring excellence in service delivery and its impact on the local community

Special Conditions

- Willing and able to (regularly) travel to sites within the Trafford Borough
- DBS required
- Politically restricted
- Unsocial hours/weekend work may be required

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Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.