



## **JOB DESCRIPTION**

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|----------------------------------|---|
| <b>1. Directorate</b>            | <b>One Legal</b>  |
| <b>2. Post Title</b>             | <b>Monitoring Officer</b>   |
| <b>3. Post Number</b>            |   |
| <b>4. Post Grade</b>             |   |
| <b>5. Section</b>                | <b>One Legal</b>  |
| <b>6. Responsible to</b>         | <b>Director</b>   |
| <b>7. Responsible for</b>        | <b>Senior Lawyer(s)/Lawyer (s) (as allocated)</b>   |
| <b>8. Politically Restricted</b> | <b>Yes</b>  |
| <b>9. Main Purpose of Job</b>    | <p>To undertake the functions of the statutory role as the Monitoring Officer for their primary council and may act as Deputy Monitoring Officer to any of the partner councils.</p> <p>To provide high quality proactive monitoring officer support to clients/service areas and councillors including governance support on matters of substantial complexity and significant corporate importance. This will include high profile and multi-disciplinary projects across the partner councils.</p> |
| <b>10. Specific Duties</b>       |   |

**A Client Care**

- A1** The role requires interaction with all levels of staff, with the public, stakeholders and councillors to provide clear, consistent and specialist/complex expert advice.
- A2** The post holder will be required to have excellent communication skills (both written and verbal) which they can adapt to different situations ranging from presentations to stakeholders and councillors, robustly negotiating with a wide variety of partners, stakeholders and other organisations.
- A3** The post holder will be required to use highly developed advisory and negotiating skills in order to encourage others to adopt a course of action they may not want to adopt.
- A4** The post holder will often need to make abstract or complex legal/governance concepts readily comprehensible to non-legal professionals.
- A5** The post holder will need to have excellent listening, coaching and mentoring skills in order to ensure advice and pieces of work are delivered on time and within financial constraints when staff resources are limited.
- A6** Ensure that client confidentiality is maintained at all times.

**B Management & Supervision**

- B1** Provide effective management of such other staff as allocated to ensure effective service delivery.
- B2** Undertake effective supervision of such legal staff as allocated to ensure a high standard of legal work.
- B3** Set high professional standards ensuring they are met, improving individual performance and challenging unacceptable performance where necessary.
- B4** Ensure all HR policies and One Legal processes in respect of management and supervision are applied fairly and consistently.

**C Professional/Technical**

To be a member of the council's Corporate Management Team (or its equivalent) with collective responsibility for the managerial leadership of the council and with the Director of One Legal to enhance the role of the legal team across the region.

To ensure members of the council and parish councillors are supported in their leadership and community roles.

Suggest improvements to the council's governance arrangements and to keep under constant review. Prepare and present reports to committee as necessary.

To contribute to council strategy and policy, implement programmes and projects and monitor performance.

To contribute to developing the council's Corporate Plan and other strategies, particularly the constitution and related documents and strategies.

To work in a collaborative manner providing risk based options to achieve solution focused outcomes.

To be the lead on matters of strategic importance and to provide governance analysis, sound judgement, pragmatic advice and proactive governance leadership. To deliver the necessary documentation, advice and assistance on projects at a strategic level.

To provide training, advice and guidance to members, directors, senior officers and councillors on issues relating to the ambitions of the council.

To support the strategic and corporate values and objectives of the council.

To proactively support and protect the reputation of the council with their communications team.

- C1** Provide a high standard of advice and work at all times.
- C2** Keep up to date with all legislation, case law and best practice to assure the quality advice to members and management.
- C3** Ensure compliance with all relevant professional standards.
- C4** Undertake the statutory role of Monitoring Officer and provide advice and guidance to officers and councillors as necessary, including attendance at committee. This will require tact and diplomacy and a finely tuned sense of political awareness.
- C5** Undertake original drafting of substantial and complex legal documentation for the areas of responsibility.
- C6** Deal with Code of Conduct complaints including interviewing witnesses and collecting evidence to present to a member panel or make decisions in their own right. To liaise with statutory independent person appointed to consider complaints.
- C7** Draft reports and provide legal implications and advice on reports taking into account the constitutional, risk and corporate governance context.
- C8** Attend such meetings (including committees and cabinet) as are allocated to give Monitoring Officer support and advice as necessary.
- C9** Monitor the progress of work against relevant standards and timescales and ensure that performance standards and targets are met.
- C10** Work cost effectively utilising information technology and utilise support from democratic services or administrative support as required.

**D General**

- D1** Ensure that risk and conflict of interest is constantly monitored in respect of all casework in accordance with One Legal procedures.
- D2** Ensure compliance with the Data Protection Act, Human Rights Act, Equality Act, Regulation of Investigatory Powers Act and any related guidance.
- D3** Comply with all corporate policies and rules, including those relating to equal opportunities and risk management.
- D4** Ensure that services are delivered in compliance with existing and new Health and Safety legislation and the council's Health and Safety Policy and that duties are pursued in a safe manner with due regard to the health and safety of the post holder and others.
- D5** Ensure compliance with One Legal and all relevant corporate values.
- D6** Work to all One Legal office procedures and practices (including case management and time recording systems).
- D7** Participate in the development of such corporate projects as required.
- D8** Work effectively and proactively to ensure income generation opportunities are maximized.
- D9** Undertake any other duties assigned from time to time which are appropriate to the grade and character of the post.
- Note** Job descriptions are subject to review and possible change on an ongoing basis to reflect One Legal and corporate requirements.

Post holders are required to attend the offices of the partner councils including those of their clients and stakeholders to meet service requirements.

Post holders will be required to substitute for each other in relation to meetings attended, tasks requiring completion, providing advice, etc. as required by service needs taking into account professional competence of the individual concerned.

Primary Areas	Secondary Areas
<p>To report on matters they believe are, or more likely to be, illegal or amount to maladministration;</p> <p>To be responsible for matters relating to the conduct of councillors and officers; and</p> <p>To be responsible for the operation of the constitution.</p>	<p>Regeneration and community projects which include procurement (EU law) and development agreements;</p> <p>Joint ventures including contractual and corporate/company models (Company law);</p> <p>Infrastructure delivery and funding;</p> <p>Grants and loans including government/public sector and private sector state aid law, and Intellectual Property Rights and data security.</p>