

# Director Role Profile

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| **Job Title:**  **Directorate:** | Director of Governance & Monitoring Officer    Corporate Services |
| **Reports to:** | Chief Operating Officer |
| **Date:** | June 2022 |

1. **PURPOSE OF YOUR JOB**

To provide strategic leadership and support to all Elected Members and officers to enable effective decision making and ensure transparency and compliance across the council by championing good governance. To work with the Councils Executive to ensure the achievements of the corporate objectives and the needs of the council are met. To be the guardian of the Council’s constitution and democratic process.

To steer policy, strategy development and communications across the council supported by business intelligence.

To work collaboratively with other partners in the wider city and region governance systems. To ensure robust and transparent governance arrangements for the Council and to maximise the opportunities for residents and communities.

To act as the Council’s;

* Monitoring Officer
* Deputy Returning Officer
* Deputy Electroral Registration Owner
* Senior Information Risk Officer
* Senior Responsible Officer for Regulation of Investigatory Powers Act (RIPA) 2000
* Proper Officer in absence of other arrangements

To support the Chief Operating Officer in the corporate and strategic management of the Council.

1. **Principal Accountabilities**

***Strategic***

* Scans and understands the external and political environment in which the Council operates and takes lead responsibility for ensuring that the strategic plans of the whole organisation meets the needs of the current administration.
* To ensure that Elected Members and Officers are aware of their roles and provide the necessary training and development to ensure consistency and quality of decision making.
* To ensure that Elected Members are fully aware of strategic plans and that they are positively, pro-actively and appropriately engaged in the portfolio.
* To support Executive Members in policy formation, development and providing briefings in their respective portfolio areas.
* To support the Council and Chief Operating Officer in the corporate management of the Council. Lead, plan and deliver the Councils corporate priorities including existing and new legal responsibilities and functions conferred upon the council.
* As a member of the Corporate Management Team, actively contributes to the strategic management of the Council to ensure achievement of corporate aims and objectives.
* Pro-actively seeks opportunities to represent the organisation at high levels with stakeholders across the Yorkshire Region and nationally, where applicable.
* Contributes to the development, articulation and communication of a clear vision for co-ordinated services across York, and provides a framework to ensure an effective and shared programme of joined up service delivery with key partners.
* To lead the formulation and application of strategy for the portfolio within the context of the overall CYC Council plan
* To lead on strategy and policy development in line with the council plan and decisions of the Executive.
* Makes decisions critical to the organisation’s success in respect of the wider City of York agenda and the specific portfolio responsibility
* Deputise for the Chief Operating Officer as directed
* As a Member of the Corporate Leadership Group be a member of the Emergency Planning rota, contribute to the planning of civl contingences and emergency responses and take a leading role when required. The role also iinvolves on call for out of hours emergencies.

***Business operations***

* Lead the governance framework and the Council’s decision making process to ensure effective and timely decisions are made in accordance with the law and the Council Constitution.
* To perform the statutory Monitoring Officer role and functions for the Council.
* To work in partnership with Elected Members and the Chief Operating Officer to provide effective policy development and implementation to support the decision making processes of the Council.
* To review, interpret and advise on new and revised legislation, guidance and practice and recommend appropriate action and policy development.
* To ensure governance models both either internally and externally are robust and transparent for the Council and proactively develop new approaches to ensure the Council maximises the best opportunities for residents and communities.
* Strategically develop an Elected Member leadership development programme to support members in their community and council leadership.
* Responsibility for the strategic lead of Audit functions and arrangements for the Council. Providing assurance through the council’s committee structure as required.
* To co-commission with the Section 151 Officer to implement the councils audit plan and provide relevant assurance through effective monitoring.
* To lead the Council’s Policy, Strategy and Partnerships functions for the council. Including the communicatiosn strategy and ensuring Business Intelliegnce supports those strategies.
* Working with colleagues and partners across the organisation and externally to ensure the council’s strategic and policy response to legislation and other contextual drivers is appropriate, effective and robust.
* Steer the Council’s strategic response to Climate Change through the management of the Carbon Reduction service.
* Encourage innovation, creativity and support improvement through development, learning, best practice and celebrating success.
* To support the Chief Operating Officer in the corporate and strategic management of the Council as a member of the Corporate Management Team and to develop, deliver and monitor the Councils strategies, objectives and priorities.
* To work with the Chief Operating Officer and Executive Members and Elected Members to provide corporate leadership, vision and strategic direction of the Council, encouraging joined up work ing across all Directorates and leading by example.
* To take the lead on strategic cross cutting themes, initiatives or projects across the Council.
* Strategic responsibility for the civic function and supporting the Lord Mayor and civic party.
* Compliance with the statutory requirement of information and data and investigate and deal with complaints ensuring they are dealt with systematically and used to drive improvement.
* To act as Deputy Returning Officer (with Full Powers) and support the Chief Operating Officer in his/her capacity as Returning Officer and Electoral Registration Officer in the conduct and management of elections and the delivery of the election registration process.
* Responsibility for the Councils performance and assurance framework.
* To ensure Business Intelligence is responsive the the needs of the Council and Executive Membrs.
* To act as the Council’s Senior Information Risk Owner
* To act as the Council’s Chief Legal Officer

***Partnership***

* Identifies key stakeholders and develops an engagement plan that ensures that CYC is engaging appropriately to deliver improved partnerships and, consequently, service outcomes.
* Identifies and supports new governance arrangements and activities that support the Council in achieving its priorities.
* Pro-actively seeks opportunities to represent the organisation at high levels with stakeholders across the Yorkshire Region and nationally, where applicable
* Leads the development and sustainability of collaborative working arrangements internally within CYC and with partner organisations and where appropriate commissioning, to agree strategic priorities and ensure integrated and cost effective service design and provision.
* Responsible for building and strengthening the relationship between Elected Members and Officers.
* To maintain positive and effective working relationships with all Elected Members of the Council to ensure effective communication, engagement and leadership of the Council.
* Responsible for the development and training of all elected members to support them in carrying out their role on behalf of the electorate.

***People Leadership and Management***

* Ensure that all staff within the Department are aware of the requirements and expectations of thei respective roles and how they contrinute both individually and as a team to the success of CYC and how it benefots the residents of CYC
* Takes personal responsibility for identifying and nurturing talent from across the whole organisation and at every level within the organisation and ensures that people with potential are pro-actively supported to deploy their talent and progress to the benefit of CYC
* Leads individuals and teams through change, ensuring that service is protected and people are actively engaged in the seeking of, developing of and delivering of change initiatives which add value to CYC performance and service
* Ensures that each member of the team have clear annual targets and have the resources available to deliver
* Ensures the performance management of the team and individuals within it are effectively and continuously managed and that underperformance is dealt with positively and robustly
* Ensures that all people resources add value to the organisation and the City and that structures are clear, efficient and well targeted

***Programme and Project Management***

* Is responsible for sponsoring and delivering complex programmes of work that improve performance of CYC and delivers exceptional service to residents and partners
* Takes lead responsibility for identifying, sponsoring and ensuring the delivery of performance improvement projects
* Accountable for ensuring project delivers sustainable results for the benefit of the organisation and the City of York

***Equality and Diversity***

* Takes lead responsibility for equality, diversity and fairness issues
* Takes personal responsibility for ensuring that all services, employees and service users are treated with dignity and respect
* Ensures that the service portfolio is inclusive for all users and is flexible to meet the diverse needs of service users

***Health and Safety***

* Takes overall responsibility for health and safety matters within your Service by ensuring that there are effective measures in place for establishing health and safety policy and for planning, organising, controlling, monitoring and reviewing health and safety effectively

1. **Knowledge Skills and Experience**

**Knowledge**

* + Knowledge and understanding of local government
  + A degree level qualification and/or professional managerial qualification (such as qualified lawyer or equivalent) or equivalent;
  + Understanding of organisation structure, operations, decision making channels, planning processes and systems and the ability to identify opportunities for improvement
  + Understanding of collaboration with partners and the governance arrangements needed to ensure the council is protected.

**Skills**

* + Ability to successfully develop and deliver strategies to meet organisation objectives and achieve planned results in a complex multi-functional organisation;
  + Ability to manage large and complex budgets with an emphasis on value for money and efficiencies
  + Highly effective leadership and motivational skills and behaviours that develop and inspire others, promote high standards and collaborative working amongst internal and external stakeholders;
  + Outstanding interpersonal, negotiating and commissioning skills;
  + Excellent verbal and written communication skills that are persuasive, informative and effectively engage the interests of a wide range of audiences;
  + IT skills and the ability to fully exploit access to modern Information technology;
  + Highly developed skills in numeracy and budget management;
  + Corporate and service planning skills that ensure effective resource management, service delivery, best value and continuous improvement;
  + Analytical skills that contribute effectively to the identification of development and trends, prioritisation and problem solving.
  + Ability to keep equality of opportunity and diversity at the heart of all strategic management and operational activity
  + Ability to advise, influence, persuade, command confidence and act assertively in a political environment with all key partners, internal and external, including Elected Members.

**Experience**

* + A successful track record of achievement in a senior management role
  + Substantial record of achievement in successfully managing change and large-scale projects;
  + Significant experience of successfully motivating, managing, persuading and leading staff;
  + Wide experience of successful inter-agency working and demonstrable success in developing effective collaborative working with a range of stakeholders to achieve objectives;
  + Experience of significantly improving service delivery;
  + Evidence of decision making based on sound risk management principles and contingency planning, which comply with the Council Procedures and processes
  + Experience of managing performance within a complex environment where there is constant challenge and change
  + Experience of negotiating significant contracts, commissioning services and monitoring provision
  + Experience of working in a political environment.
  + Experience of advising Elected Members at all levels.

1. **Statutory or specialist knowledge, skills and/or experience required**
   * Senior experience in providing high level legal advice to a large and complex organisation
   * Thorough understanding of the legal framework that local authorities operate within
   * Knowledge and experience of the democratic process within local government
   * Experience of acting as a Monitoring Officer
2. **Portfolio**

The service areas responsible by this post holder include the following:

* Legal Services
* Corporate Governance (Information Governance and Complaints)
* Corporate Support
* Civic and Democratic services
* Elections
* Audit Services
* Policy & Strategy
  + Business Intelligence
  + Climate Change
  + Communications
  + Policy & Partnerships

**Disclosure**

This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council. 40.

**Politicaly Restricted**

This post is Politically Restricted under the Local Government and Housing Act 1989. As such, the post holder is unable to be a Member of a Local Authority, an Member of Parliament, the Scottish Parliament or the Welsh Assembly. The post holder is also restricted from standing as a candidate for local government election; acting as an election agent; being an officer of a political party or any branch of a political party or a member of any committee or sub-committee of such a party; canvassing on behalf of a political party or a person who is or seeks to be a candidate and speaking to the public at large or publishing any written or artistic work that could give the impression that they are advocating support for a political party.