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| **Service:** | Legal Services |
| **Post title:** | Head of Legal (Monitoring Officer) |
| **Grade:** | SM3 |
| **Responsible to:** | Chief Executive |
| **Staff managed:** | Manages a team of specialist professionals |
| **Date of issue:** | July 2024 |
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| Job context |
| The monitoring officer plays a fundamental role in the running of the York and North Yorkshire Combined Authority (YNYCA), influencing key stakeholders and ensuring legal and democratic compliance. This crucial role will support Councillors, Officers, and the Mayor to successfully operate the CA and partner authorities’ priorities and ensure that they meet statutory requirements.  The Post Holder will be the Monitoring Officer for the purposes of section 5 of the Local Government and Housing Act 1989 and will be responsible for ensuring the legality of the actions of the Mayor, the YNYCA and the CA staff.  The Post Holder will report on matters they believe to be illegal or amount to maladministration, to be responsible for the conduct of the Mayor, Councillors and Officers and to be responsible for the operation and upkeep of the CA’s constitution.  The post holder will lead, continually develop, and deliver the YNYCA’s approach to governance, ensuring high standards are established and maintained. The post holder to shape, influence and further develop a strong ethical governance and decision-making framework, working in conjunction with Members and Officers.  The post holder as a progressive leader will address the challenges of and build the reputation of the new CA in the region. This post holder will play a vital role in driving change and influencing key stakeholders in this unique situation.  The Monitoring Officer must ensure arrangements to ensure their responsibilities in respect of Policing, Fire and Crime are carried out robustly and effectively and those arrangements must be set out in writing in accordance with the constitution as currently drafted.  The post holder will be responsible for:   * Providing leadership and direction overseeing all of the full range of legal, governance and compliance core functions of the Combined Authority * Act as the most senior legal advisor to support the Combined Authority, the Head of Paid Service and the Section 73 Officer. Identifying areas of risk and liability and advising on solution focussed strategies to deliver the Combined Authorities priorities. * Legal and democratic development of new CA * Being trusted adviser to members and officers in relation to the legal and democratic development, implementation and running of CA. * Ensuring that the YNYCA –meets its statutory duties and in addition to realising the ambition of the Combined Authority. * Ensuring that the Legal and Democratic Budget is well managed and identify and deliver savings where appropriate. The post holder will also have to manage resources/relationship with a wide range of stakeholders. * Develop the legal model, ensuring the timely provision of high quality legal and governance services to facilitate the delivery of projects and programmes in accordance with all legal and regulatory requirements. * Lead on the procurement framework, constitution, advice, and best practice as part of improvement plans on governance. * Ensure the effective administration of member level decision making processes and ensure that members are appropriately supported in fulfilling their responsibilities, * Develop the legal model, ensuring the timely provision of high quality legal and governance services to facilitate the delivery of projects and programmes in accordance with all legal and regulatory requirements. * Influence, develop and motivate your team, taking a positive approach to their development at all times. * Ensure the processes around data protection and GDPR meet statutory requirements and are embedded across the organisation. |

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| Structure |

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| Job Description | |  |
| Job purpose | **The monitoring officer will play a fundamental role in the development, implementation, and initial running of the CA, influencing key stakeholders and ensuring legal and democratic compliance.** |  |
| Operational management | * Lead the CA’s approach to legal and democratic assurance and the interface with stakeholders such as City of York Council, North Yorkshire Council, ensuring that they are delivered well to meet financial, quality and performance standards. * Ensure compliance with all statutory requirements. * Work with the YNYCA’s senior leadership team and the statutory partners to ensure the effective set-up and functioning of the statutory requirements of the CA. * Lead specific projects as part of the CA’s development, running and transformation. * Support wider CA programme by ensuring the appropriate systems and resources are in place and communicating and contributing to change effectively. * Carry specific management responsibilities within YNYCA and be assigned development tasks across CA programme and its partnerships. * Ensure the completion of legal and democratic compliance, including collating documentary evidence, and communicating and engaging with CA programme to understand and evidence compliance and good practice and identify areas for improvement. * Lead and provide advice, guidance, and oversight of legal, democratic and commissioning activities. |  |
| Communications | * Provide information, written and oral, in an extensive range of formats to an extensive range of audiences, including the Chief Executive, Services and Members, senior officers, staff and partner organisations, whilst being sensitive to the nature of the set-up/transformation and the audience, ensuring the end goal is achieved effectively. * Negotiate and influence others whilst leading on complex set-up, implementation, and transformation projects. * Represent the CA at appropriate inter and intra agency meetings, promoting, liaising, consulting, and engaging with a range of stakeholders in challenging situations. * Respond to media enquiries as requested and appraise them of any matters arising which are particularly sensitive or controversial in nature. * Promote the reputation and image of the CA positively when responding to complaints or to media queries. This may include responding to matters of a sensitive or controversial nature. |  |
| Partnership / corporate working | * Develop and maintain strong working relationships and trust with elected Members, staff, partners, communities, and external agencies. * Forge partnerships and work alongside others to ensure that the CA enhances our region. * Understand the needs of communities, and a commitment to delivering outcomes for citizens, customers, and stakeholders. * Represent the CA at appropriate Regional and National Groups where added value for CA can be gained by sharing and working collaboratively with others. |  |
| Resource management | * The post holder will contribute to financial performance of the CA set-up and running, ensuring a balanced budget, and meeting any efficiency/financial targets agreed. * Provide leadership, advice and motivation to staff and partners involved in the running of the CA. * Ensure the effective performance and delivery of all legal, information governance and democratic aspects of the CA programme and operational resource. |  |
| Systems and information | * Ensure the provision of relevant data for inclusion in reports to CA stakeholders, its sub-groups and other groups as appropriate, making good use of available information, appraise content and assess what else might be needed. * Prepare and present reports to Committees, Leadership and Management Teams, and sub-groups. * In conjunction with other service areas, develop initiatives and proposals to promote the work of the CA. * Use systems and information as appropriate to quality assure the work of other staff. * The post holder will be required to provide IT information and statistical reports to illustrate transformational plans and progress. * The ability to analyse complex data and information to inform transformational decision making is a key aspect to this role. * The post holder must utilise the current business processes in relation to record keeping, financial monitoring and ICT. * The post holder is expected to be responsible for the use, maintenance and management of IT equipment, software and information required to perform their job role. * Ensure all aspects of data governance are complied with and information is shared in appropriate circumstances in a lawful and effective way |  |
| Strategic management | * Effectively implement national legislation, policies and guidance and CA policies. * Adopt modern ways of working in the set-up, running and transformation of YNYCA. * Develop and implement modernised business processes. * Evaluate transformation/set-up to ensure lessons are learnt and used to improve further transformation. * Provide outstanding strategic leadership to support the creation of the CA to ensure political alignment and effective decision-making processes. * Contribute to the CA set up, implementation and Performance Plan * Work unsupervised and take responsibility for own workload, dealing with complex issues, delegating work, as appropriate. * Establish and maintain effective working relationships with strategic partners and stakeholders of CA. * Develop policies, guidance, and procedures to ensure consistent working practices, ensure clarity of function and explore opportunity to joint working arrangements with other CA colleagues and stakeholders. * Ensure the achievement of robust set-up that will underpin ongoing continuous improvement. |  |
| Safeguarding | * Develop, set-up and lead the governance and decision-making framework of the CA as a core part of this role. * Be committed to safeguarding and promote the welfare of children, young people, and adults, raising concerns as appropriate |  |

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| Person Specification |
| Essential upon appointment |
| Knowledge   * Significant knowledge of the legal and democratic framework * Significant knowledge/experience of current good practice standards both at local and national level. * Extensive knowledge of legal and democratic framework for Local Authorities * Significant demonstrable knowledge of statutory requirements, including requirements in respect of equality and anti-discrimination legislation, maintaining a safe working environment, data protection and confidentiality across a multi-agency partnership. * Knowledge of democratic governance and decision-making framework mechanisms * Knowledge of programme, budget, and staff management processes |
| Experience   * Experience in managing in a legal context as a senior level. * Extensive post qualifying experience within legal and democratic professional field * Substantial experience of intra and inter-agency work at senior manager / leadership level. Able to demonstrate examples of making a practical difference. * Experience of developing strategic plans * Experience of developing and implementing new ways of delivering policy, procedures, services and innovative working practice. * Wide experience of contact with, and presenting to, Members and Director level staff and senior managers in partner organisations. * Experience of policy and service planning and development * Experience of managing and delivering against performance indicators in a complex operational environment. * Proven, effective and substantial experience of the management of resources in a changing organisational environment, including budget planning, expenditure control, and identifying savings/value for money. |
| Occupational Skills   * Ability to lead change and to support services during periods of change and development, minimising the impact on staff/partner morale and maximising the positive outcome. * Ability to monitor and evaluate programmes and practices to ensure agreed standards are maintained and intervene constructively where necessary. * Exercises professional judgement to make key decisions which have wide reaching implications. * Has insight into strategic strands of the CA work to make clear business-focused decisions. * Uses high level persuasion, influencing and/or negotiation techniques to achieve strategic objectives of the CA. * Scans, anticipates and plans preventative actions for cross-cutting, complex problems at a strategic level. * Oversees the delivery of strategic projects, reviewing and making amendments as necessary. * Excellent communication skills, presenting high level, complex information in an accessible format. * Good political skills and ability to operate effectively and promote services in a political environment. * Ability to plan, develop and implement new ways of working, including integration with other key agencies. * Strategic thinker with proven leadership skills and the ability to promote and gain commitment to the organisation’s policy and objectives. * Budget and resource management skills including effective use of resources. * IT skills. * Political awareness and capacity for partnership working in a highly devolved and accountable service. * Experience of dealing sensitively with members of the public and with complex / difficult situations |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role.   * Educated to degree level or demonstrable equivalent experience. * Professional Qualification or post graduate qualification * Member of relevant professional body * Solicitor or barrister (or equivalent qualification). |
| Other Requirements   * Ability to travel across the York and North Yorkshire region and attend meetings outside of the region. * Ability to attend meetings outside of normal business hours. * This is a politically restricted post |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.