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| **Service:** | Legal, Governance and Compliance |
| **Post title:** | Head of Legal and Deputy Monitoring Officer |
| **Grade:** | HOS2 |
| **Responsible to:** | Director of Legal, Governance and Compliance & Monitoring Officer |
| **Staff managed:** | Manages a team of specialist professionals |
| **Date of issue:** | October 2025 |
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| Job context |
| Reports to Director of Legal, Governance and Compliance & Monitoring Officer.  This Head of Service role incorporates an appointment of Deputy Monitoring Officer to support the newly formed Legal, Governance and Compliance Service within the York and North Yorkshire Combined Authority.  The York and North Yorkshire Combined Authority and region is ambitious to deliver transformational economic change across the whole geography, recognising the diverse places and geographies making up York and North Yorkshire. With City of York alongside, market towns, rural and coastal economies, York and North Yorkshire is vast in scale and rich in opportunity and the post holder will be responsible for supporting the Mayor to deliver on their manifesto.  The role holder will play a fundamental role in influencing key stakeholders and ensuring legal and democratic compliance. This crucial new role will support Councillors and Officers, and the Mayor to successfully continue delivery of the Combined Authority’s priorities and ensure that they meet statutory requirements.  The post holder will lead, develop and deliver the Combined Authority’s approach to governance, ensuring high standards are maintained. This will include supporting the Mayor, Members and Officers 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 Combined Authority in the region. This post holder will play a vital role in driving change and influencing key stakeholders in this unique situation.  The post holder will be responsible for:   * Legal development of the Combined Authority. * Being a trusted adviser to Members and Officers in relation to the legal development, implementation and running of Combined Authority. * Having a positive impact on the long-term running of the Combined Authority – and it meeting its statutory duties in addition to realising the ambition of the Authority. * Advising, influencing and negotiating with senior leaders and elected members. * Deputising for the Monitoring Officer, particularly where there are conflicts and to lead on all legal issues for the Combined Authority. * Developing, influencing and having an impact on progressing the newly formed Combined Authority, including assessment of the effectiveness of current resources. The post holder will also manage resources/relationships with a wide range of stakeholders to achieve successful running of the Combined Authority. |

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| Structure |

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| Job Description | |
| Job purpose | **The Head of Legal and Deputy Monitoring Officer will play a fundamental role in the development of the Combined Authority, influencing key stakeholders and ensuring legal compliance.** |
| Operational management | * Lead the Combined Authority’s approach to legal assurance and the interface with stakeholders such as City of York Council, North Yorkshire Council, North Yorkshire Fire and Rescue Service and wider partners such as North Yorkshire Police and other public services, ensuring that they are delivered well to meet financial, quality and performance standards. * Working alongside other Heads of Service within the Department, as part of the newly formed Department Management Team supporting the Director of Legal, Governance and Compliance. * Ensure compliance with all statutory requirements. * Work with the Combined Authority Leadership Team and statutory partners to ensure the effective functioning of the statutory requirements of the Combined Authority. * Lead specific projects as part of the Combined Authority’s development and transformation. * Support wider Combined Authority programmes by ensuring the appropriate systems and resources are in place and communicating and contributing to change effectively. * Carry specific management responsibilities within the Combined Authority and be assigned development tasks. * Ensure the completion of legal compliance, including collating documentary evidence, and communicating and engaging with the Combined Authority’s Leadership Team to understand and evidence compliance and good practice and identify areas for improvement. * Lead and provide advice, guidance and oversight of legal and commissioning activities. |
| Communications | * Provide information, written and oral, in an extensive range of formats to an extensive range of audiences, including the Director of Legal, Governance and Compliance, the Mayor and their Office, Members, Senior Officers, staff and partner organisations, whilst being sensitive to the nature of the organisation and the audience, ensuring the end goal is achieved effectively. * Negotiate and influence others whilst leading on complex projects. * Represent the Combined Authority at appropriate inter and intra agency meetings, promoting, liaising, consulting and engaging with a range of stakeholders in challenging situations. * Promote the reputation and image of the Combined Authority positively when responding to complaints or to media enquiries. 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 Combined Authority enhances the region. * Strategic management of internal relationships with an ability to influence outcomes at a Senior level, across all Combined Authority Directorates. * Providing strategic corporate organisational wide impact and influence, including high pressure and demanding advice and leadership. * Understand the needs of communities, and a commitment to delivering outcomes for citizens, customers, and stakeholders. * Represent the Combined Authority at appropriate Regional and National Groups where added value for the Combined Authority can be gained by sharing and working collaboratively with others. |
| Resource management | * Whilst not directly responsible for Combined Authority’s budget the post holder will contribute to financial performance of the Combined Authority, 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 Combined Authority. * Ensure the effective performance and delivery of all legal aspects of the Combined Authority and operational resource. * Budget management responsibility and decision making, from a delegated budget. * Manage the service area within operational budgets and be responsible for delivery under the Service Level Agreements for which the service is responsible. |
| Systems and information | * Ensure the provision of relevant data for inclusion in reports to Combined Authority 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 Combined Authority. * 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. |
| Strategic management | * Effectively implement national legislation, policies and guidance and Combined Authority policies. * Adopt modern ways of working in the running of the Combined Authority. * Develop and implement modernised business processes. * Evaluate the Authority to ensure lessons are learnt and used to improve further transformation. * Provide outstanding strategic leadership to ensure political alignment and effective decision-making processes. * Contribute to the Combined Authority 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 the Combined Authority. * Develop policies, guidance and procedures to ensure consistent working practices, ensure clarity of function and explore opportunity to joint working arrangements with other Combined Authority colleagues and stakeholders. * Ensure the achievement of robust set-up that will underpin ongoing continuous improvement. * Involvement in ensuring the circumstances surrounding high level, complex and politically sensitive decisions are legally compliant. This includes ensuring that regulatory compliance is also adhered to. |
| Safeguarding | * In conjunction with the Director of Legal, Governance and Compliance, lead the governance and decision-making framework of the Combined Authority as a core part of this role. * Be committed to safeguarding and promote the welfare of vulnerable persons, raising concerns as appropriate. * Working in a public office with an expectation to uphold the highest standards of personal integrity and conduct, abiding by the Nolan Principles of Standards in Public Life. |

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| Person Specification | |
| Essential upon appointment | **Desirable on 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. | * Knowledge of working within a Combined Authority. |
| Experience   * Experience of managing in a legal context at a senior level * Extensive post qualifying experience within legal 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 in a local authority or other public sector environment. * Experience of developing and implementing new ways of delivering policy, procedures, services and innovative working practice. * Wide experience of contact with, and presenting to, senior stakeholders in partner organisations e.g. Members, Directors * 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   * Demonstrable interpersonal skills in giving effective advice on complex issues relating to Combined Authority procedures in respect of legal and governance matters, including the ability to give such advice when under pressure during meetings. * Ability to set and deliver targets and monitor performance. * Experience of managing projects, using structured approaches to manage projects. * Tact, diplomacy and assertiveness to establish confidence with members and senior managers and firmly guide the most senior strategic decision takers to ensure the legality. * Resilience and the ability to cope with ambiguity and conflicting and complex demands. * Be politically aware in making service decisions, giving an ability to see and respond to potential issues before they emerge and to identify solutions to them. * Ability to develop effective working relationships and communicate successfully with key stakeholders including partner organisations and members of public. * Leadership skills that generate buy in and inspire staff to drive service improvement. * Ability to give effective advice to elected members through excellent interpersonal skills, negotiating/persuading skills and presentational skills. * Strong research and analytical skills with the ability to summarise written information and ability to manipulate and interpret statistical and numerical data. * Ability to brief and advise on complex issues. * Ability to produce written information on complex issues that is clear and to a high standard for varying audiences. * Excellent organisational skills and multi-tasking skills to cope with the varied workload and multiple projects, including the ability to self-motivate and to prioritise work accordingly and respond effectively to changing circumstances without losing focus or direction. * Ability to meet strict deadlines. * Good IT skills - Microsoft Office. |  |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role   * Literacy, Numeracy and ICT qualifications required (Level 2), or equivalent. * Qualified solicitor or barrister entitled to hold a practising certificate or full CILEX (Fellowship) qualification. |  |
| Other Requirements   * Ability to work flexibly across a range of different Combined Authority structures and subject areas. * Ability to manage varied, frequently changing and often conflicting priorities at a political and service level, including working to tight timescales. * Ability to travel around the whole of the County and occasionally beyond. * Ability to occasionally attend meetings outside of normal business hours. * Evidence of and commitment to further professional development. * There will be periods where there will be intense public, media and political scrutiny and the post holder will frequently be challenged. * The postholder may have to deal with complaints and conflict and must be able to handle contentious issues and situations with tact and diplomacy. Much of this will be under intense scrutiny and in the public domain. |  |
| Behaviours   * Politically astute, impartial and trusted. * Calm, focussed and adaptable in high pressure settings. * Committed to public service, inclusive leadership and regional impact. * Able to work flexibly to meet the demands of the job including some out of hours working at either evenings or weekends. * Committed to the development and demonstration of the corporate vision, values and behaviours. * Highly motivated and not easily discouraged. * A high degree of probity and integrity and work within the constraints of a publicly funded service. |  |

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.