

## Role Profile

<b>Job Title:</b>	<b>Director of Legal and Governance.</b>
<b>Grade:</b>	<b>D3</b>
<b>Directorate:</b>	<b>Legal &amp; Governance Services</b>
<b>Reports to:</b>	<b>Managing Director and Head of Paid Services</b>
<b>Date</b>	<b>June 2023</b>

### Role Purpose

This post is responsible for the strategic leadership and general management of the Legal & Governance Directorate, the development and expansion of HB Public Law and the discharge of specific statutory functions, in line with priorities laid out in the Council's Corporate Plan and service plans. The postholder will also be the Council's statutory Monitoring Officer.

The post is a member of the Corporate Leadership Team responsible for establishing and implementing a vision for Harrow in the development of its services, organisation and workforce. The post reports directly to the Managing Director (Head of Paid Service).

HB Public Law provides legal services to both Harrow and a number of other local authorities and other public sector clients. Harrow is ambitious to expand the Practice in the future.

### Job Context

- **Budget** - Responsible for the effective management of £14.4 million:
  - A total revenue budget in the order of £8m
  - A total revenue income budget in the order of £6.4m in 2015/16
- **Staff** - Responsible for:
  - Direct Reports 4
  - Overall Staff Numbers 170 (including those providing services to other local authorities)

### Other relevant dimensions

Responsible for delivering services to and acting as a senior officer and Monitoring Officer in a number of local authorities and accountable to a Board made up of Chief Officers from those authorities. For Monitoring Officer roles for other councils there will be secondment agreements between Harrow and those other council and there will be separate remuneration through Harrow for those services.

Several of the functions and appointments are personal to the post holder and are discharged independently of any employment with Harrow. The Authority has agreed to indemnify the post holder in respect of any liabilities arising from those appointments. The appointment as Monitoring Officer affords specific employment protection, and in acting as Solicitor to the

Council the post holder is governed by the rules of the Law Society and the Solicitor's Regulatory Authority.

**Generic Duties / Context**

Fulfil the following statutory roles and ensure that the associated statutory duties are discharged:

1. Chief Legal Adviser and Solicitor to the Council.
2. Registrar of Land Charges.
3. Proper Officer for Births, Deaths & Marriages.
4. Monitoring Officer under s5 Local Government & Housing Act 1989.
5. Management of the elections team and delivery of elections.
6. Deputy Electoral Registration Officer under the Representation of the People Act 1983.
7. Deputy Returning Officer under s41 of the Local Government Act 1972.
8. RIPA Monitoring Officer responsible for compliance with the Regulation of Investigatory Powers Act 2000 and related legislation.
9. Honorary Secretary to the Mayor of Harrow's Charity and the Edward Harvist Trust.
10. Register organisations under the Gambling, and Lotteries and Amusement Acts.
11. Execute and seal documents in accordance with the Constitution; and
12. Discharge the Authority's Powers and meet its responsibilities as set out in Part XI Local Government Act 1972.
13. Appeals against Assets of Community Value Officer.
14. Proper Officer under the Local Government Act 1972.

**Lead and direct the strategic and general management of the following services on behalf of the Council:**

15. In-house Legal Practice.
16. Corporate Governance.
17. Democratic support to the Council's decision-making process.
18. Registration of Births, Deaths & Marriages.
19. Citizenship Services.
20. Mayoralty.
21. Political Group Office Support.
22. Elections.
23. Electoral Registration.
24. Land Charges.
25. Ombudsman Complaints.
26. Constitution & Scheme of Delegation.
27. Governance Board.
28. Strategic Monitoring Board for HB Public Law.
29. Complaints against elected Members.
30. Whistleblowing policy and procedure.
31. Lead and direct the delivery of services provided to other organisations by HB Public Law ensuring compliance with contract and regulatory requirements.
32. Lead the development and expansion of the legal practice.

**Values, Behaviours and Equalities**

We want our colleagues to live our values. These values describe what we stand for and how we do things at Harrow whilst inspiring, challenging and guiding us towards the delivery of our organisational ambitions and goals.

Our three values are: **Be Courageous**, **Do It Together** and **Make It Happen**

These values will also help us to achieve our equalities vision of being a proud, fair & cohesive Harrow, a great place to live, work & visit.

	<b>Generic Duties / Accountability</b>
1.	Ensure compliance with your responsibilities as laid out in the council's equal opportunity policy and take an active role in promoting and enabling equality of opportunity, promoting the diverse needs and aspirations of Harrow's community, ensuring equality and diversity is mainstreamed in all service/directorate activities.
2.	Ensure compliance with your responsibilities as laid out in the council's health and safety policy and take an active role in promoting a positive health and safety culture.
3.	Promote and participate in the council's individual performance appraisal and development initiatives.
4.	Ensure compliance with the council's information security policies and maintain confidentiality.
5.	Lead and manage the Division so that services provided are responsive to customer requirements, accessible to all areas of the community, and provide value for money.
6.	Develop the structures, systems, and policies, necessary to support effective service delivery and to enable "continuous improvement".
7.	Where appropriate, and in conjunction with other service providers, undertake joint planning of service delivery and/or for the closer integration of service provision.
8.	Promote, develop, and maintain effective contacts and relationships with customers, customer representatives, community groups, Council Members, and service/operational partners, to facilitate service delivery, performance review and the continuous development of service provision.
9.	Lead, motivate, train, develop and performance manage staff, to maintain an effective workforce capable of meeting service objectives.
10.	Resolve the most complex issues within the professional area(s) managed so that they are resolved effectively, and precedents are set for the resolution of similar issues.
11.	Formulate annual operational plans and budgets for the function so that there are clear priorities and appropriate resources are allocated to their achievement.
12.	Develop longer term (2-3 years) plans for the services managed so that they are developed in line with Council and Government priorities and customer requirements.

13.	Prepare monitor and control Divisional budgets to ensure that income/expenditure is in line with agreed plans.
14.	Ensure that capital expenditure, including all projects funded externally, is completed in accordance with agreed schedules.
15.	Manage inter-directorate and inter-agency projects undertaking leadership of multi-disciplinary and multi-agency teams to achieve agreed objectives.
16.	Implement, maintain and develop Performance Management Systems to meet Statutory and Corporate reporting requirements.
17.	Evaluate the environmental impacts of services and take action to minimise these impacts over time.
18.	Support the operation of local and general elections when requested by the Returning Officer.
19.	Contribute to the overall management and strategy of the Directorate.
	<b>Service Specific Duties</b>
20.	Support the Standards Committee to discharge both current and anticipated responsibilities.
21.	Maintain the Constitution and ensure it is up to date and fit for purpose.
22.	Maximise the income to be derived from services.
23.	Support the Leader of the Council in upholding high standards of Councillor behaviour.
24.	Comply with Electoral Commission performance standards for Electoral Registration Officers & Returning Officers, exceeding them where resources allow.
25.	Develop and implement quality assurance measures to underpin service delivery and minimize risk.
26.	Personally undertake and advise on the most high-profile matters supported by the Practice which are affecting the Council.
27.	Act as the Council's RIPA Monitoring Officer so that it complies with the Regulation of investigatory Powers Act 2000 and related legislation.
28.	Develop links with peers in other authorities to maximise the opportunities of shared working & procurement and the development of new ideas.
29.	Support the London Boroughs' Legal Alliance and Lawyers in Local Government where this is of benefit to the role and the Council.
30.	Provide updates and training to Councillors and officers so that they are aware of and can take advantage of new legislation.

31.	Contribute to the Corporate Strategy Board other corporate initiatives as appropriate to the role.
32.	Support the Council's Emergency Response function as Duty Director as and when timetabled.
33.	Act as 'Deputy Gold' in support of the Chief Executive as part of London's Emergency Response function.

The post holder must be a qualified Solicitor with both a current Practising Certificate and substantial, senior level, post qualification experience of UK Local Government Law including Governance Law. Experience of managing: the diverse range of services delivered by the Department; budgets and fundamental change are essential. Political acumen and sensitivity are key to the successful discharge of the Monitoring Officer role. Relevant management experience and evidence of continuing professional and personal development are also important.

### SELECTION CRITERIA

The selection criteria specifies the knowledge, experience, skills, abilities, qualifications and training required to perform the duties of the post for which you are applying. In your application you will need to explain how your knowledge, experience, skills, abilities gained in paid or unpaid work, study, or training, meets each of the selection criteria marked as essential below, including your awareness, understanding and commitment to equality and diversity in employment and service delivery. If you fail to do so, you will not be shortlisted.

Shortlisting will be on the basis of assessing the selection criteria marked Essential.

Knowledge Indicator	Essential	Desirable
<ul style="list-style-type: none"> <li>at least three legal specialisms delivered by the Practice,</li> <li>local authority governance, and</li> <li>effective practice management &amp; compliance with Lexcel standards,</li> <li>running elections.</li> </ul>	✓	
Experience	Essential	Desirable
(Significant experience of: <ul style="list-style-type: none"> <li>legal practice management,</li> <li>managing senior legal managers,</li> <li>improving team and individual work performance,</li> <li>advising senior clients, fronting a legal practice, resolving client complaints, effective recruitment,</li> <li>effectively dealing with underperforming staff and those accused of misconduct,</li> <li>undertaking high profile roles at elections.</li> </ul>	✓	

<b>Education, Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Qualified Solicitor or Barrister with significant PQE and evidence of structured career development and training to include practice management.</li> </ul>	✓	
<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
<p>Must be able to:</p> <ul style="list-style-type: none"> <li>demonstrate both a credible and professional presence for clients.</li> <li>evidence political sensitivity.</li> <li>inspire confidence in clients and specialist staff teams, and</li> <li>evidence delivering excellent client care.</li> </ul>	✓	
<b>Other Essential Factors</b>	<b>Essential</b>	<b>Desirable</b>
<p>Able to work unsocial hours and/or at venues distant from Harrow, and to discharge election duties.</p> <p>Willing to undergo an enhanced Disclosure Barring Service (DBS) check or equivalent.</p>	✓	

<b>Manager Signature</b>	<b>Employee Signature</b>
<b>Job Title</b>	<b>Job Title</b>
<b>Date</b>	<b>Date</b>