

Role Profiles

Role information

Job Title	Head of Law and Governance
Position type	Permanent
Hours per week	37
Grade and Salary Range	£96,223 (SH5) (pro-rata for part time)
Location	Hybrid Oxford - Town Hall/Work from home
Service Area / Directorate	Law and Governance
Responsible to	Executive Director, Corporate Resources
Responsible for	Upto 50 reports
Budget (£)	Circa £2.5m
Assets	None
Driving licence	Not required
Rehabilitation of Offenders Act 1974	Not Exempt
Candidate Screening	Not required
Political Restriction	This post is politically sensitive

Role purpose

- To be an active part of the Corporate Management Team, prioritising and implementing the Organisational Development Strategy across the Council
- To lead Legal and Democratic Services and to develop the Council's strategic approach to Governance and Democratic Services within the Council
- To promote innovation, efficiency and customer focus in service delivery
- To be the Council's "Monitoring Officer" carrying out duties as stipulated in the Local Government and Housing Act 1989
- To be the Council's Deputy 'Returning Officer' in relation to elections.
- To be the Council's 'Data Protection Officer'
- To be the Council's 'Senior Information Risk Owner'
- To be the Council's 'Senior Responsible Officer' to deliver the Council's responsibilities arising from Protection of Freedoms Act 2012
- To provide Company Secretarial services

Role responsibilities and main duties

- To be a member of the Council's Corporate Management Team with collective responsibility for the managerial leadership of the Council
- To contribute to corporate programme boards which develop strategy and policy, implement programmes and projects and monitor performance.

- To ensure Members of the Council are supported in their leadership & community roles and that they receive appropriate support, training and development to carry out their roles
- To contribute to developing the Council's Corporate Plan and other strategies. Specifically:
 - The Council's Constitution and Scheme of Delegation
 - Code of Conduct for Members and Officers
 - Regulation of Investigative Powers Policy
- To ensure that the Council's corporate governance framework is robust and effective and that there are effective and efficient systems and processes in place for the proper conduct of the Council's business
- To ensure that a system of continuous review and improvement is embedded within the Service so that 'traditional thinking' is challenged, new ways of working developed and income generation maximised
- To be accountable for those budgets related to the Service, ensuring compliance with the Council's Constitution and Standing Orders and that the Council receives value for money from its expenditure
- To be the Council's Monitoring Officer responsible for carrying out duties as stipulated in the Local Government and Housing Act 1989
- To be the Council's Deputy Returning Officer responsible for the management and conduct of elections and the Electoral Registration Officer for the compilation of the electoral register
- As the Council's Data Protection Officer (DPO), to monitor internal compliance, inform and advise on the Council's data protection obligations, provide advice regarding Data Protection Impact Assessments (DPIAs) and act as a contact point for data subjects and the supervisory authority
- As the Council's Senior Information Risk Owner (SIRO), to take the strategic lead for information security at the Council including ownership of the Information Risk Policy, risk assessment processes and information incident management framework, provision of advice to the Chief Executive or relevant Accounting Officer on the content of the annual governance statement in regard to information risks, lead and foster a culture that values, protects and uses information for the success of the organisation and benefit of its customers.
- As the Council's 'Senior Responsible Officer', deliver a corporate approach for the Council's responsibilities arising from Protection of Freedoms Act 2012

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

Our commitment to Safeguarding

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

Essential Criteria

Admitted as a Solicitor or called as a Barrister with significant post-qualification experience
Significant experience of dealing with legal and governance issues within local government at a senior level
A track record of driving continuous improvement in service delivery, and improved outcomes for

both Legal and Democratic Services as well as the wider organisation
An understanding of different models of delivery such as joint ventures and wholly owned companies and the ability to advise on the legal and governance implications as appropriate
Experience of leading and delivering significant change and business development initiatives, including people and cultural change
Experience of developing governance structures, strategies and policies in relation to Legal and Democratic Services
Experience of leading and managing effective service delivery
Evidence of extensive continual professional development and implementation of learning
Experience of effective budget management and delivery of cost reductions/income generation targets, whilst improving services
Experience of successful partnership working both internally and externally and of quickly establishing trust and credibility
Effective financial planning and budget management skills
Knowledge of risk management methodologies and techniques
Managing high performance through people
Accomplished analytical and decision making skills
Excellent verbal and written communication, including presentation and report writing skills
Experience of workforce planning
Sound knowledge of Business Process re-engineering, Project, Programme and Change management methodologies and their application
Ability to translate national policy direction and strategic objectives into practical local plans and action.
Able to mentor and coach senior managers
Experience or understanding of company secretarial role

Desirable Criteria

Law Society Diploma in LG Law and Practice
Management qualification

Notes to candidates

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview you will be asked questions based on them.