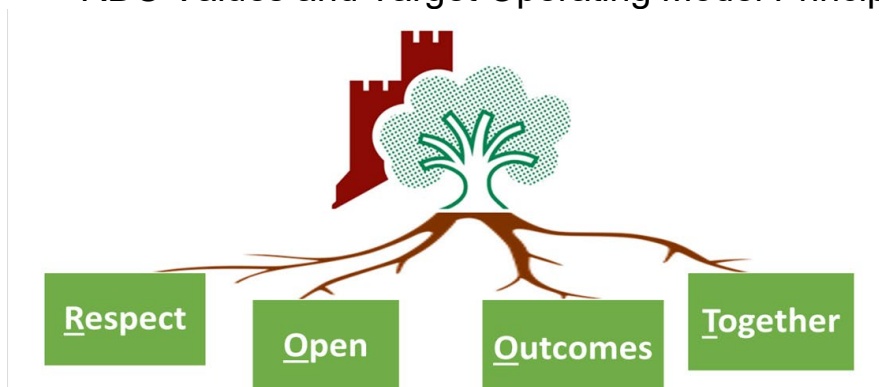


JOB DESCRIPTION



POST TITLE	Director of Governance and Community Services
POST NUMBER	TBC
DIRECTORATE	Governance and Community Services
POST GRADE	Local Salary Scale MG 4/5
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
RESPONSIBLE TO	Chief Executive
RESPONSIBLE FOR	Environmental Health and Community safety, Planning and Neighbourhood Services; Democratic Services, Audit, Information Governance, Client-side management of Legal service contract
JOB PURPOSE	To lead, direct and shape the Council's governance and Community services ensuring they contribute to delivery of Council plan objectives. To work collaboratively with the Senior Leadership Team and with Members demonstrating RDC values and Target Operating Model principles influencing across the organisation and region. To drive the performance and delivery of RDC services by collaborating with senior officers. The post holder will provide organisational leadership on all matters relating to governance and regulation.

RDC Values and Target Operating Model Principles



- **Efficient and effective** (systems and resources evidencing Value for Money; Return on Investment – a commercial mindset)
- **Empowering** (timely decisions at the right level – proportionate governance)
- **Focussed on customer outcomes and early intervention** (evidence-led decision making and resource allocation)
- **A Community Leader** (influencing stakeholders, driving delivery with partners)

MAIN AREAS OF WORK	
1	Undertake the responsibilities of the Monitoring Officer - to report on matters the post holder believes to be illegal or amount to maladministration, to be responsible for matters relating to the conduct of councillors and officers and be responsible for the operation of the council's constitution.
2	Lead the Council's approach to governance, assuring that RDC standards, systems and processes are compliant with legal obligations.
3	Ensure the other statutory officers are kept updated with relevant information regarding any legal, ethical standards, probity, propriety, procedural or other constitutional issues
4	As a member of the Senior Leadership Team, to lead RDC demonstrating our Values, and ensuring our Target Operating Model principles underpin delivery of the ambitions set out in the Council Plan and the Local Plan and associated organisational strategies.
5	Evidence and articulate Rother's priorities to central government, assuring compliance and standards whilst also working closely with regulators/ any relevant Ombudsman to resolve matters relating to maladministration.
6	Be accountable for the delivery of service areas determined by the Chief Executive, providing leadership, ensuring staff are trained motivated and supported and that services are operating in line with Target Operating Model principles
7	Accountable for managing relevant revenue and capital budgets as well as contributing to the ongoing development the Medium Term Financial and capital strategy
8	To provide advice and recommendations to the Chief Executive, Leader and Members on all significant policy decisions, taking on the responsibility of Solicitor to the council.
9	To have responsibility for the management of relationships between Members, political groups and officers by establishing a clear understanding of roles, policies and procedures
10	To be a named member of the Gold Emergency Planning rota and ensuring that services have appropriate business continuity plans and emergency response procedures
11	To act as a Manager in respect of the implementation of RDC Health and Safety Policy.

Colleagues are expected to demonstrate our Values and Behaviours -

RDC Value	Behaviour	Description
Respect	Professional	Maintaining high standards – in line with professional/regulatory requirements and Nolan principles*
	Value others	Ensures that people are given opportunity to contribute, appreciate and acknowledge that contribution
	Empowering	Enabling and encouraging people to influence and make decisions
Open	Trusting	Rely on and put confidence in others to do as they say
	Listening	Makes time to hear what people are saying, checks understanding
	Feeding back	Sharing observations and perception to improve understanding and performance
Outcomes	Responsible	Being accountable and reliable, doing what you have said you will do
	Innovative	Creating and trying new ways of doing things
	Prioritises	Organise, clarify what is most important and focus on that
Together	Communicates	Shares information in an accessible and timely way with people who need to know
	Collaborates	Cooperates, identifies, and brings in people to work together
	Relationship focus	Taking time to build connections and get to know other people

PERSON SPECIFICATION



POST TITLE	Governance and Community Services (Monitoring Officer)	
DIRECTORATE	Governance and Community Services	
POST GRADE	Local Salary Scale MG3/4	
	Essential	Desirable
Qualifications		
Qualified Solicitor, Barrister or Legal Executive.	X	
Management qualification		X
Experience		
Minimum of 5 years post qualification experience	X	
Minimum of 2 years in a Monitoring Officer or Deputy Monitoring Officer role	X	
Substantial experience of working at a senior level within local government	X	
Delivering improved quality and efficiency of complex services	X	
Management of a diverse range of services, including shared and contracted services.		X
Skills and Abilities		
Converting vision into action	X	
Communicate effectively both verbally and written with professionals, politicians and external agencies	X	
Work under pressure and manage time effectively	X	
Able to negotiate and Influence in an effective and constructive way to achieve objectives	X	
Effective delegation	X	
Motivation and development of individuals and teams	X	
Resolution of complex and contentious matters relating to standards, conduct and compliance	X	
Training		
Use of MS Office	X	
Management training	X	
Performance management	X	
Project Management		X
Knowledge		
Local authority governance framework	X	
National and local Politics	X	

July 2024