

Job Description & Person Specification

Post Title:	Law & Governance Service Manager
Department:	Law & Governance
Service Area:	Corporate Services
Reports to:	Corporate Services Group Manager
Scale:	9

Overall Purpose of Job

To lead the delivery and continued future development and transformation of:

- Legal Services
- Local Land Charges
- Democratic Services
- Electoral Services

Key Roles, Tasks and Responsibilities

1.	To provide and co-ordinate the provision of legal advice to the Council.
2.	To conduct all aspect of District Council legal work and lead in the delivery of legal support in at least one of the following areas: <ul style="list-style-type: none"> • Contract and procurement • Planning and enforcement • Property (Transfer of Land/Commercial Leases)
3.	To work with the Local Land Charges Team leader to ensure an accurate Local Land Charges Register, deliver a comprehensive local land charges service and support the migration to HM Land Registry for the Council and all delegated service partners and develop and identify income streams and opportunities for the service.
4.	To lead and manage the Democratic and Scrutiny Services team with the aim of providing the highest quality of support to the Council, Committees and Councillors.
5.	To administer, organise and plan with the support of the wider team all elections for which the Local Authority is responsible for, the Register of Electors and the organisation of boundary reviews, parish reviews and electoral arrangements and act as Deputy Returning Officer as appropriate

Post Characteristics

Qualifications, essential experience	See Person Specification
Allowances	One professional subscription
On call/emergency situations	N
Politically restricted posts	Y
Checks (DBS/Baseline security check)	

Health and Safety Responsibilities

Health and Safety responsibility is inherent in the managerial role and the responsibilities for health and safety are no different from the requirements of other management activities.
To be familiar with and at all times comply with corporate and local health and safety policies and procedures as amended or added to from time to time by fully implementing the Council's health and safety quality management system within your operations.

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<p>To ensure that robust, effective safe working arrangements and procedures, including lone worker, are documented and in place and adhered to by staff at all times.</p> <p>To ensure accidents, incidents, dangerous occurrences and near misses involving persons (Council employees or otherwise) on Council property are properly recorded, investigated and reported.</p> <p>To identify and report health and safety training needs of employees.</p> <p>To ensure that arrangements are in place to ensure the safety of your staff and visitors in the event of an emergency evacuation, particularly those of your staff or visitors who may require special assistance.</p>

Emergency Planning/Response Responsibilities
To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity Plans and other associated documents

Job Description Details	
Reviewed by:	Corporate Services Group Manager
Latest Version Date:	June 2022
Job Evaluation Date/Ref:	May 2022 A2027

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PERSON SPECIFICATION

Job Title	Law & Governance Service Manager
Department	Corporate Services
Service Area	Law & Governance
Date completed	June 2022
Completed by	Corporate Services Group Manager

Factor	Essential	Desirable	*Measure
Knowledge			
Professional knowledge of the relevant procedures or practices in order to do this job	E		3,4,5
Detailed understanding of the Law in relation to any one of the following areas with a good working knowledge of the remainder <ul style="list-style-type: none"> • Planning and enforcement • Property/Commercial Leases) • Criminal/ Civil litigation • Contract and procurement 	E		3,4
Detailed understanding of the underlying concepts and principles within: <ul style="list-style-type: none"> • Democratic and Scrutiny Services • Electoral Services • Land Charges 		D	1,2,3,4
Qualifications			
Professional qualification and/or extended formal training or relevant experience at a senior level within a similar organisation	E		3,5
Project Management Qualification		D	3,5
Leadership/Management Qualification		D	3,5
Evidence of Continued Professional Development (CPD)	E		3,4,5
Mental Skills			
The ability to problem-solve complex queries using creative ideas/skills	E		3,4

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Analytical skills sufficient to interpret a variety of complex information	E		3,4
To be able to develop strategies or solutions for future implementation	E		3,4
Project Management Skills sufficient to lead on corporate projects		D	3,4
Interpersonal & Communication Skills			
To be able to motivate and/or train other members of staff	E		3,4,
Strong Leadership Skills	E		3,4
Developed level of advisory, guiding, negotiating and/or persuasive skills	E		3,4
To be able to support colleagues to make informed decisions and choices	E		3,4
Physical Skills			
Good ICT skills (sufficient enough to use full Microsoft Office Suite)	E		3,4
Excellent Report writing skills	E		1,2,3,4
Initiative & Independence			
Be able to interpret policies and procedures	E		3,4
Be able to respond positively to change and actively seek out transformational opportunities	E		3,4
Mental Demands			
Concentrated attention to detail	E		3,4
The ability to work under pressure and at times with conflicting demands	E		1,2,3,4,
Responsibility for People Well being			
To support the development of Organisation's policies, procedures or practices	E		3,4

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To provide advice and guidance on both established internal policy and external regulations and/or statutory requirements	E		3,4
Responsibility for Supervision			
Line Management responsibility (i.e. Monitoring workloads, planning ahead for predictable events, managing leave, motivation, development, recruitment, retention, performance management and objectives for team members)	E		3,4
Responsibility for Financial Resources			
Experience of setting and managing budgets		D	3,4

1. Test prior shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence