

HAY JOB DESCRIPTION

POSITION TITLE	Director of Legal and Democratic Services		
LOCATION			
REPORTING TO	Chief Executive		
SERVICE/SECTION/SCHOOL	Legal and Democratic Services		
DATE OF EVALUATION	2 nd March 2022	EVALUATED GRADE	L3
EFFECTIVE DATE OF JD	1 st April 2022	JOB NUMBER	H.0417

JOB PURPOSE

As Director of Legal and Democratic Services

- Provide strategic leadership and direction to the functions and services associated with Legal and Democratic Services.
- Lead, inspire and nurture our workforce, hear the voices of our citizens and communities, embrace equality and diversity and be committed to creating and maintaining a workplace and county that is inclusive and safe for all.
- Work with your Strategic Leadership Team colleagues to lead and continuously shape the strategic vision and priorities for the organisation to achieve sustained and measurable outcomes for people and communities.
- Hold strategic responsibility and accountability for one of the Strategic Plan priorities contributing to collective organisational ownership and commitment.

The post undertakes a number of statutory roles for the Council. It will act as the Council's Monitoring Officer, holding responsibility for Democratic Services, the ethical Governance arrangements of the Council and its Committees with the associated risks of personal liability in terms of criminal and civil liability.

The role will act as the Proper Officer for the purposes of the Registration Service and to act as the Council's Senior Responsible Officer under the Regulation of Investigatory Powers Act.

The role will also act as the County's Returning Officer, responsible for all County Council elections. This is a separate responsibility to oversee all County Council elections over the County every four years and any by-elections. As Returning Officer the post is solely responsible for the running of all electoral matters, appointing Deputy Returning Officers and all election staff across the County.

CONTEXT

Please explain how the job fits into the organisation and how it relates to other functions, both internal and external, for example national initiatives.

We want Devon to be the best place to grow up, live well and prosper. We want to listen, learn, and improve, be curious and inclusive.

We are ambitious for Devon and committed to transforming the way we lead and work to improve outcomes for the people of Devon.

As a leader in our organisation, you will demonstrate the organisation's core principles and behaviours in everything you do and promote a positive culture of personal responsibility and accountability to meet the legal expectations, policies and frameworks for example Employment Law, Health and Safety, GDPR and Data Protection.

As a member of the Strategic Leadership Team, you will take collective ownership of the Council's vision, direction and priorities.

You will lead and act on equality, diversity and inclusion so everyone within our workforce and community can feel safe, live well and thrive.

You will lead and collaborate well, make good decisions and use resources effectively to ensure the organisation thrives and is financially resilient.

You will be curious and committed to understanding the opportunities of new and emerging digital technologies, automation and artificial intelligence in supporting the council to continually evolve, adapt and transform so that we can deliver the most effective services for the people of Devon.

As one of seven high-level strategic reports to the Chief Executive, you will make a key contribution to the strategic leadership of the County Council and advise key Cabinet Members on policy and strategy.

RESOURCES

Finance	<p><i>Annual budgetary amounts for which the job is either directly or indirectly concerned or has shared responsibility. Please specify whether direct/indirect/shared.</i></p> <p>The job-holder acts across all services of the Council to protect its overall budgetary spend of approx. £1.5 Bn. Approx. £9m (staffing) and £14m Insurance fund.</p>
Staff	<p><i>Number, job titles and gradings of subordinate staff. Indicate which of these if any, the role will line manage</i></p> <p>Direct reports (6): 1 x L9; 1 x L8; 1 x L7; 1 x L6; 2 x grade H; Coroner: 1 x £180k p.a. Legal Services – 57.6 FTE; Democratic Services – 16 FTE; Registration service - 24 FTE; Corporate Insurance services – 2.4 FTE; Crown Services - 6 FTE.</p>

Other	<i>Any other statistics directly relevant relating to the job. Explain how and why these statistics impact on the job</i>
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KEY ACCOUNTABILITIES:		%
	<i>List the principal accountabilities and indicate the approximate % time spent on each. NOTE: There should typically be no more than 6-8 <u>principal</u> accountabilities for any job and each accountability, no more than 2 or 3 sentences long.</i>	
1	Provide strategic leadership and direction to develop a coherent and integrated approach to Legal and Democratic Services.	15%
2	Work collaboratively with Strategic Leadership Team colleagues to provide collective organisation wide leadership and direction to deliver against the strategic vision and priorities; and hold individual responsibility and accountability for one of the strategic plan priorities.	15%
3	Build relationships based on mutual respect, trust and understanding and provide strong system leadership with partner organisations to meet the needs of Devon's communities and improve services in the County.	10%
4	Continually shape and be committed to creating an inclusive, compassionate, welcoming and high performing culture that values, respects and invites different perspectives and focusses on outcomes for people.	10%
5	Create an environment where learning and innovation thrives; actively seek out and test new ideas and technologies; embedding continuous learning and improvement.	10%
6	Understand the needs of Devon's citizens and communities to design and shape effective and responsive services, and commission outcomes for the people of Devon.	10%
7	Hold shared responsibility and accountability with Strategic Leadership Team colleagues to create and champion public and social value for better outcomes and lower cost, seeking creative funding and investment opportunities to ensure financial accountability and resilience. Hold individual responsibility and accountability for service based budgeting and medium to long term financial planning.	10%
8	Contribute to the safe working of the authority through clear, robust and effective decision making. Understand and meet all relevant legislation, regulatory and governance requirements.	8%
9	Develop strong working relationships with Elected Members and provide advice and guidance on areas of policy and strategy, ensuring that Elected Members are appraised about issues, risks and opportunities to enable informed decision making in line with the strategic vision and priorities.	10%
10	Deputise for the Chief Executive as required.	2%

It should be noted that the duties or tasks associated with of the post may change from time to time without altering their general character or the level of responsibility entailed and without affecting the grading of the post.

For all roles the job holder must:

- Understand and lead to achieve the Council's vision, direction and priorities.
- Lead by example in line with the organisation's core principles and behaviours.

- Embrace the positive benefits of a diverse workforce and be committed to creating and maintaining an environment that is inclusive and safe.
- Promote a positive culture of personal responsibility and accountability to meet the legal expectations, policies and frameworks for example Employment Law, Health and Safety, GDPR and Data Protection.

The above duties and activities associated with this job are neither exclusive nor exhaustive and the job holder may be called upon to carry out such other appropriate duties as may be required within the grading level of the job and the competence of the job holder.

KNOWLEDGE AND EXPERIENCE

Identify education, qualifications, training and experience necessary to enable the job to be carried out fully and effectively. Note this information should relate to the qualifications etc, required for the job and not be specific to an individual. Be careful not to include any requirement which maybe regarded as discriminatory, e.g. X number of years experience

Core knowledge and experience

Extensive experience at a senior level with the ability to lead, integrate and deliver multiple and complex services and functions.

Highly developed strategic leadership experience and skills, relating to others in a way that brings out the best in people, teams/groups and organisations.

Strong and evidenced commitment to professional and personal development and learning.

Experience of taking tough stands, bringing up "undiscussables" and openly dealing with difficult relationships and issues in productive ways.

The ability to think and act strategically and systemically, and to demonstrate and apply innovative solutions and ideas to improve working practices and service delivery.

Experience and ability to drive through efficiency savings and behaviour change and respond positively to changing circumstances.

Ability to lead and manage change in complex environments.

Experience in exploiting new opportunities and developing a positive performance management and improvement culture and extensive leadership and management skills including direct line appraisal meetings and Designated Officer responsibilities.

A strong collaborator who can develop productive relationships with politicians and senior stakeholders with a successful track record of working in partnership.

An in-depth knowledge and understanding of the current public sector reform and change agenda.

Excellent understanding of, and commitment to the role, vision and priorities of the County Council.

Curiosity and commitment to understanding the opportunities of new and emerging digital technologies, automation and artificial intelligence in the design and delivery of public services.

Ability to absorb complexity and convey simplicity.

Experience and knowledge of financial planning, management and accountability (Local Government).

Role Specific Knowledge and Experience

This post requires education to degree level or equivalent and qualified lawyer, solicitor or barrister together with extensive and substantial evidence of continuous professional development. Membership of an appropriate professional body, a sustained track record and substantial experience at a senior level.

ORGANISATIONAL STRUCTURE

Draw an organisational chart here or attach as a separate sheet. Please show clearly the job, the immediate supervisor, his/her supervisor, colleagues who also report to the supervisor and the job subordinates, giving full titles and current grades where known.



CORE PRINCIPLES AND BEHAVIOURS

Devon County Council’s Core Principles and Behaviours Framework can be found here: [Core Behaviours Framework \(Core Principles and Behaviours Overview\) - tasks and guides \(devon.gov.uk\)](https://www.devon.gov.uk/core-behaviours-framework)

APPROVAL: I confirm this Job Description conveys a full and accurate description of the job and has been agreed with the post holder (where applicable).

SIGNED:

Line Manager (Name and Job Title)

DATE
