

# Job Description and Person Specification

## Director of Law and Governance



## JOB DESCRIPTION

<b>Job Title</b>	<b>Director of Law and Governance</b>
<b>Salary Band</b>	<b>c.£130,000</b>
<b>Directorate</b>	<b>Law and Governance</b>
<b>Reports to</b>	<b>Chief Executive</b>
<b>Direct Line Reports</b>	<b>8</b>
<b>Budget Responsibility</b>	<b>£13.1 million</b>
<b>Directorate Staffing</b>	<b>Approximately 150</b>

### Primary Responsibilities

- To ensure continuous improvement in the effective governance of the Council, discharging the statutory responsibilities of the role of Monitoring Officer.
- To uphold and promote the highest standards, ethics and conduct, in line with legal responsibilities, and to review uphold and maintain the Council's constitution.
- As part of the Council's Management Team, to perform a central role in Liverpool's leadership, with a particular emphasis on high standards of decision-making, integrity and good practice.
- To lead the development and continuous improvement of legal services, including the implementation of the function's strategy and plans to deliver council priorities.
- To support the improvement and transformation of the Council, to better serve the people of Liverpool.
- To ensure all aspects of the Council's policies and performance – including commercial and property, safeguarding and social care, democracy and information governance - are lawful, and supported by high quality legal advice.
- To provide leadership of the Law and Governance Directorate; which includes legal services, democratic services, governance, elections, the office of the HM Coroner for Liverpool and Wirral, information governance, registrars and elections.
- To provide advice and personal support to all Councillors on the discharge of their responsibilities, including responsibilities under the code of conduct

### Key Responsibilities

- To work collaboratively across all Directorates to embed governance across all functions of the organisation.
- To support the work of the Cabinet at a strategic level providing expert advice, guidance, clarity and insight on legal and constitutional matters.
- To act as the Authority's Senior Information Risk Officer with lead responsibility for managing Information Governance across the organisation, including robust management

of the risks involved in the handling of information and compliance with GDPR and Freedom of Information legislative requirements.

- Provide advice and guidance to ensure that the City Council meets its legal responsibilities and acts within its legal powers.
- Promote the highest standards of conduct by members of the City Council and fulfil the duties of the Monitoring Officer in relation to complaints, investigations and referrals.
- Ensure the effective operation of decision-making and scrutiny processes.



	<ul style="list-style-type: none"> <li>• Success in establishing a performance culture, including people planning, target setting, performance appraisal and the management and motivation of diverse staff groups.</li> <li>• Experience of working with strong accountability systems, either through elected boards, strategic boards, shareholders or political governance systems.</li> </ul>	Desirable
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• A thorough understanding of the legislative and policy framework relating to legal services, together with associated current and emerging local government issues.</li> <li>• Strong interpersonal skills, including the ability to persuade and influence partners and stakeholders.</li> <li>• Excellent communication skills, including the ability to articulate and disseminate a vision; to present clear, accurate and concise reports to a wide range of audiences reflecting political sensitivities where appropriate.</li> <li>• Good judgement and the ability to anticipate and plan for future developments and options.</li> <li>• Strong analytical skills with the ability to use data and information intelligently.</li> <li>• The ability to develop practical and creative solutions to both service and corporate problems.</li> </ul>	Essential  Essential  Essential  Essential  Desirable  Desirable
<b>Personal Style and Behaviour</b>	<ul style="list-style-type: none"> <li>• The highest personal integrity and loyalty, supportive to colleagues, with a drive to deliver on the City Council's vision and values.</li> </ul>	Essential
<b>Commitment</b>	<ul style="list-style-type: none"> <li>• An understanding of and a personal commitment to the Vision, Aims and Values of Liverpool City Council.</li> </ul>	Essential

### Equal Opportunities - Our Commitment

Liverpool City Council is an equal opportunities employer. We are committed to the fair treatment of our staff, potential staff and service users, regardless of age, disability, gender, sexual orientation, race or religion. We respect the diversity of all employees and monitor our workforce and employment policies by race, gender and disability. We actively promote equality of opportunity for all with the right mix of talent, skills and potential, and welcome applications from a wide range of candidates, including those with criminal record. We select all candidates for interview based on skills, qualifications and experience

**It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.**

**This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.**