

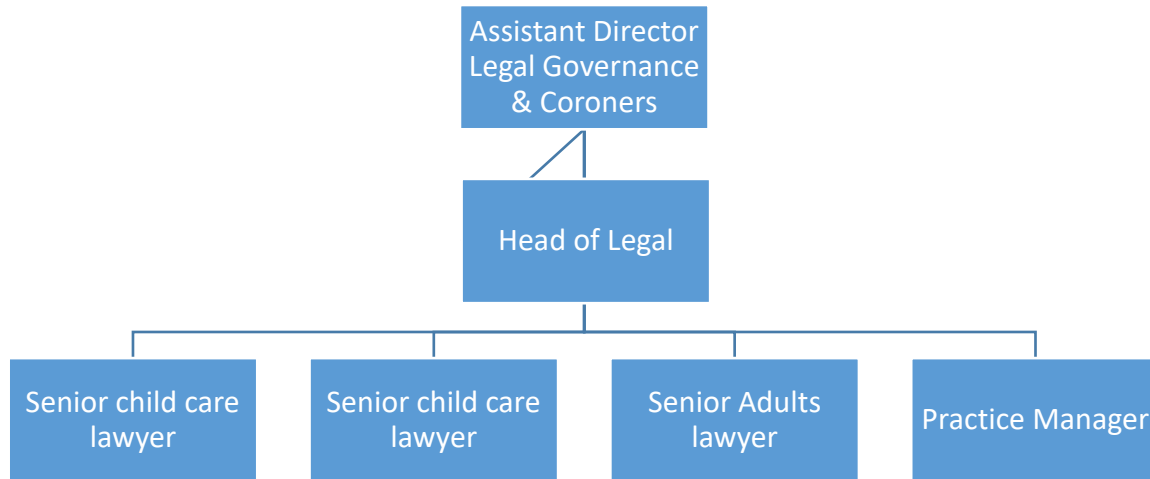
# **ROCHDALE BOROUGH COUNCIL**

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Head of Legal – Children’s and adults (Communities)
<b>DIRECTORATE:</b>	Corporate
<b>SERVICE:</b>	Legal and Governance
<b>SECTION:</b>	Legal Services
<b>LOCATION:</b>	Number One Riverside, Smith Street, Rochdale, OL16 1XU
<b>Grade:</b>	SM3
<b>Accountable to:</b>	Assistant Director (Legal, Governance & Coroners)
<b>Accountable for:</b>	Legal Services – Children’s and adults (Communities)
<b>Hours of Duty:</b>	37 flexible working hours in accordance with the needs of the service.
<b>Any Special Conditions of Service:</b>	<p>Work life balance scheme.</p> <p>The Authority operates a Smoke Free Policy for all its employees and the policy applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by the Council.</p> <p>Politically Restricted Post - his post is politically restricted under the Local Government and Housing Act 1989 and post holders are prohibited from seeking public election, holding political office, writing or speaking publicly on matters of political controversy.</p> <p>Casual Car User.</p>

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

## ORGANISATIONAL CHART



### **PURPOSE AND OBJECTIVES OF THE JOB**

1. As a Head of Legal, providing leadership of Legal Services (Service) providing high quality legal advice, and to act as a legal business partner supporting council directorates with proactive legal advice and collaborative working to meet identified customer and community needs in the most efficient way
2. To assist and support the Assistant Director (Legal, Governance & Coroners ) and Monitoring Officer ensuring the delivery of high quality Legal Services and the conduct of legal case work including
3. Promoting and delivering consistent standards of governance across the Council. To provide proactive management and leadership of staff for whom the post holder has responsibility. To lead the management of Legal Services in line with Public Sector Reform principles.
4. As a Senior Manager, to act as a Legal Business Partner supporting the Council and with external parties in accordance with the Council's Corporate Priorities, in delivering legal outcomes, understanding their key priorities and challenges and lead a legal team to provide proactive and collaborative solutions.
5. To be a member of the Legal, Governance and Coroners senior management team and to contribute to the management of the wider service.

## **PRINCIPAL DUTIES**

### **Strategic Thinking and Planning**

To lead and advise on strategies for service improvements, service development and the achievement of Council, service area and customer objectives.

To ensure that effective performance management arrangements are in place to achieve strategies, objectives and business plans, translating strategic aims into practical and achievable plans.

To ensure that performance review mechanisms are in place to monitor the extent of progress and achievement of objectives and goals.

As a senior manager, to actively contribute to the corporate management of the Council by participating in Council-wide initiatives in pursuit of its aims and objectives.

### **Managing services and delivery**

To organise work processes to deliver on time, on budget and to agreed quality standards.

To research and apply creative/innovative ways of working, in pursuit of positive change leading to service improvements and the achievement of corporate aims, objectives and goals.

To ensure that risk management processes are applied during the business planning process, providing a realistic and thorough evaluation of risk.

To identify establish and maintain relevant information and systems in critical areas and analyse material to identify priorities, make decisions, determine actions and review progress.

To ensure that the work carried out by the functions for which the post holder is responsible for, is in accordance with the required Council standards and standing orders, legal requirements and national and local objectives; and that adequate monitoring and auditing processes are in place.

### **Communication**

To communicate effectively, in a way which meets the needs of a diverse audience and in a way that influences effectively.

To communicate in a manner that accords with the Councils established policies, practices and priorities of the Council and to maintain and enhance its credibility and reputation.

### **Leadership and management of people**

To be responsible for the performance of staff, ensuring that appropriate work plans, performance reviews and staff development systems are in place to achieve Council and service area objectives and goals.

To ensure that staff within the services area are aware of standards, expectations and timescales, and to establish clear lines of responsibility and accountability for the achievement of objective and goals in accordance with required standards.

To inspire and motivate others to achieve, utilising coaching and mentoring techniques in support of the achievement of objectives, goals and required standards.

To manage the service in a manner that promotes equality of opportunity and collaborative working within staff teams, ensuring that staff are compliant with the requirement to deliver services in an equitable manner.

To consistently promote and apply the Councils Equal Opportunities policy and standards and to ensure that this is demonstrated and maintained throughout the service.

### **Political sensitivity and awareness**

To have an awareness of the organisational context and commitment to the Council's organisational values and beliefs.

To understand the context in which the Council operates, including its aims, values, key corporate strategies and the wider Government agenda for local government.

To be politically sensitive and to be able to recognise and deal with a range of sensitive issues that impact on the service area.

To plan and prioritise work objectives in support of the Councils key priorities and accountabilities.

### **Managing projects and resources**

To have a clear understanding of the budget making processes and the delivery of high quality value for money services.

To be responsible for the service budget, its management and other resources allocated to the service unit within the regulations of the Council, ensuring appropriate monitoring.

To ensure that all projects are managed within the constraints of current legislation and the Council's approved management practices.

To apply effective project management techniques where required.

### **Equipment/Materials**

Responsible for assets held by the Service

### **Health/Safety/Welfare**

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

## **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

## **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

## **Relationships (Internal and External)**

- Internal:
- All staff in Legal Governance and Coroners
  - Officers of other Council Service Areas
  - Members of the Council
- External:
- Counsel
  - Solicitors in private practice
  - Witnesses
  - General public
  - Staff of other Local Authorities

## **Responsibilities**

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

## **Values and Behaviours**

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

## **Principal Duties**

1. To assist and support the Assistant Director (Legal, Governance & Coroners ) , including:-
  - a. Providing or procuring high quality legal advice to the Council, its Cabinet and Committees, Partnership bodies, Chief Executive, Leadership Team, Senior Managers and other Members/Officers of the Authority as required.
  - b. To protect the Council's best interest in legal and governance matters at all times ensuring effective legal services appropriate to needs and requirements.

- c. Representing the Council in legal proceedings, as required.
  - d. To be responsible for ensuring activities of drafting, processing, completing and serving, as appropriate, contracts, agreements, notices, orders and the like in connection with the Council's functions are undertaken to a high professional standard
  - e. To ensure that the Council is compliant with legislation and government policy and is proactive in the adoption of new or changed legislation/policy.
  - f. To provide Constitutional advice
  - g. Develop the Service in line with Public Sector Reform principals.
2. Public Service Reform:
- a. To have a full understanding of Public Service Reform, to ensure this is reflected in strategic and operational priorities and working practices within the Service.
  - b. Ensure that all activities within Legal and Governance Services support the overall Corporate Plan and are underpinned by the organisations vision and values.
3. Business Intelligence and Improvement:
- a. To ensure that an effective performance management framework is in place to use the business intelligence to meet with clients and receive feedback to drive through continuous improvement to allocate resources to meet demands.
  - b. To develop a continuous improvement model encouraging innovation and best practice.
  - c. Oversee service delivery with quarterly reporting to the Assistant Director (Legal, Governance & Coroners ).
  - d. To keep Service Level Agreements up to date and hold regular customer service meetings, and manage client feedback through to service improvement.
4. Leadership and Management:
- a. Promote and represent the organisation at a national and local level.
  - b. When required, to provide the strategic reform lead role for Legal Services.
  - c. Lead and motivate staff to deliver high quality services.
  - d. Embed a one team culture within the Service.
5. Customers – External and Internal:
- a. Work with all internal clients to ensure the service provided is in line with client requirements
  - b. Ensure all internal clients act in line with the Council Constitution and legislation

- c. Ensure external client requirements are met, and they act in line with legislation.
  - d. Develop the external client data base.
6. To take on corporate responsibilities from time to time as requested.
  7. Deputise for the Assistant Director (Legal, Governance & Coroners) as required

**Secondary Duties**

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by \_\_\_\_\_ Date \_\_\_\_\_

Agreed by Postholder \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_

Service Director \_\_\_\_\_ Date \_\_\_\_\_

**Rochdale Borough Council  
Person Specification**

<b>Directorate:</b>	<b>Corporate</b>	<b>Post:</b>	<b>Head of Legal</b>
<b>Service:</b>	<b>Legal and Governance</b>	<b>Post Number:</b>	
<b>Job Ref:</b>		<b>Grade:</b>	<b>SM3</b>

**Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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<b>Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>(b) Qualifications and Experience</b>		
1. Qualified Senior Legal Executive, Solicitor or Barrister	E	AF Production of qualification at interview
2. Management Qualification	D	AF
3. Evidence of continuous professional development	E	AF,I
4. Experience of dealing with standards issues including responding to complaints and related issues.	D	AF
5. Proven track record in a relevant professional area at a senior level, in local government or similar large multi-disciplined organisation.	E	AF, I
6. Track record of success in leading change and changing cultures in a way that has successfully improved services to modern ways of working.	E	I
7. Successful record of engaging effectively with others, building productive working relationships, including high profile stakeholders, partners and Statutory Authorities across the public, private, community and voluntary sectors.	E	AF,I

8.	Demonstrable experience of effectively understanding budgets with regard to value for money, probity and accountability, including changing the nature, level and composition of services to reflect changing needs and service requirements.	E	AF
9	Experience of leading and advising on complex projects.	E	AF, I
10	Demonstrable experience and ability in the presentation of reports to a wide range of audiences, including Members and Council Leadership.	E	AF
11	Experience of dealing with Members, Senior Managers, partner organisations and community groups on complex legal and governance matters.	D	AF
12	Experience of working at a senior level in a political context, building and maintaining effective relationships	D	AF
13	Experience of developing and sustaining a culture that meets the needs of and engages with customers and staff within a safe, open and high performing work environment.	E	AF
14	Significant management experience, leading by example, and effective management of staff	E	AF, I
15	High standards of integrity and personal and professional performance.	E	AF, I
<b>(c) Skills and Knowledge</b>			
1.	Extensive and up-to-date knowledge of the legislative, policy and regulatory frameworks relevant to the post.	E	AF, I
2.	Strong understanding of the use of research and evidence in policy and performance management and flexibility to contribute to a range of policy areas.	E	AF
3.	Excellent communication and presentation skills with the ability to present complex information in plain, understandable language.	E	AF, I
4.	Knowledge of the major developments facing local government, including current and emerging issues, and a clear understanding of the issues involved.	E	AF, I
5.	A skilled communicator, with the ability to influence and motivate others in the achievement of goals.	E	AF, I
6.	Effectively manages performance and initiates improvements, taking account of the diverse needs of services and stakeholders.	E	AF
7.	Demonstrates a strong understanding of and commitment to the principles of equality and diversity.	E	AF
8.	A good understanding of the legal implications of data sharing within Public Service Reform Principles	E	AF
9.	Excellent planning, organisation and co-ordination skills – proven ability to prioritise and work under pressure.	E	AF, I
10	A good understanding of the challenges and opportunities facing the diverse communities of urban areas such as Rochdale Borough.	D	AF

11 A good understanding of the relationship between the Council and other public services and the factors influencing them.	E	AF, I
<b>(d) Behaviours and Values</b>		
<p>1. Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> <li>• Proud of the difference we make</li> <li>• Passionate about the diversities of the Borough</li> <li>• Pioneering and Open in our Approach</li> </ul> <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I