

Director of Legal and Governance Services (Monitoring Officer)

Role Profile



Service: Legal and Governance Services

Band: SPOT Salary

Reporting to: Chief Executive

Responsible for: Head of Legal and Governance (Deputy Monitoring Officer), Legal Teams (Registrars Team Corporate Governance, Information Governance Team, Place and, People) and Governance Teams (Democratic Team, Mayoral Team), Elections Team.

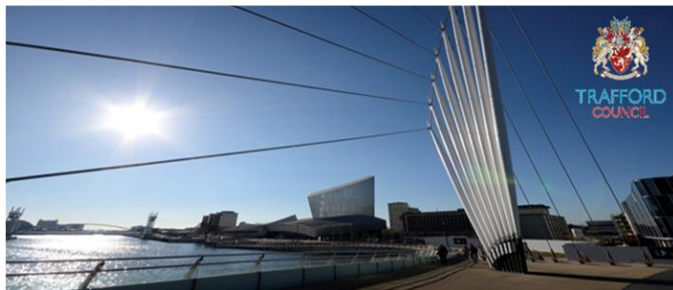
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities thrive

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do; and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

This is a senior executive leadership role at the heart of Trafford Council, providing independent statutory assurance, strategic legal judgement and governance leadership to support confident decision-making, protect public trust and enable delivery of the Council's priorities. As the Council's Chief Legal Officer and statutory Monitoring Officer, appointed under section 5 of the Local Government and Housing Act 1989, the postholder will work closely with the Chief Executive, Corporate Leadership Team, elected Members and partners to ensure the Council acts lawfully, transparently and with high standards of integrity, while enabling modern, efficient and effective public services for residents, communities and place.

Your Main Priorities

- Provide independent statutory leadership as the Council's Monitoring Officer, appointed under section 5 of the Local Government and Housing Act 1989, ensuring that the Council acts lawfully, ethically and transparently, with high standards of governance, probity and public accountability.
- Operate as a senior corporate leader and member of the Corporate Leadership Team, sharing collective accountability for the Council's strategy, performance, transformation, financial sustainability and delivery of priorities.
- Act as a trusted adviser to the Chief Executive, Corporate Leadership Team and elected Members, providing authoritative, politically neutral and solution-focused legal and governance advice on complex, sensitive and high-profile matters.
- Lead a high-performing and resilient Legal and Governance portfolio, including Legal Services, Governance Services, Elections, Registrars and Information Governance, providing strategic oversight of procurement governance and ensuring services are modern, responsive, financially sustainable and focused on enabling delivery.

- Strengthen the Council's Constitution, governance framework, ethical standards and democratic decision-making arrangements so they are clear, lawful, proportionate and enabling of timely, transparent and effective decisions.
- Discharge the statutory duties and responsibilities of the Proper Officer for the registration of Births, Deaths and Marriages.

Key duties

- **Corporate leadership and statutory assurance:** Work collaboratively with the Chief Executive, Corporate Leadership Team, elected Members and statutory officers to shape and deliver the Council's strategic direction, ensuring legal, governance, financial, organisational and reputational risks are identified, understood and managed.
- **Monitoring Officer responsibilities:** Discharge the statutory responsibilities of the Monitoring Officer, including exercising the duty to investigate and report where any proposal, decision or omission by the Council, its committees, its elected members, officers or joint arrangements has given rise to, or is likely to give rise to, unlawfulness, breach of Member Code of Conduct or a code of practice, maladministration or injustice.
- **Strategic legal and governance advice:** Provide authoritative, timely and practical advice to the Council, Executive, elected Members, Chief Executive and Corporate Leadership Team on constitutional, legal, governance, ethical and risk matters, supporting lawful, transparent and well-evidenced decision-making before commitments are made.
- **Ethical standards and democratic governance:** Lead and promote the Council's ethical standards framework, including Member conduct, codes of conduct, interests, probity, high standards in public life, Member-level decision-making, effective scrutiny and the maintenance of statutory and corporate registers.
- **Constitution and assurance framework:** Ensure the Council's Constitution, governance framework and decision-making arrangements are regularly reviewed, clear, accessible and aligned with legislation, best practice, the Council's operating model and strategic ambitions.
- **Portfolio leadership and service performance:** Lead, develop and modernise Legal and Governance Services, including legal, democratic, Mayoral, electoral, registrars and information governance functions, creating a high-performing, inclusive and resilient service culture focused on quality, value for money, continuous improvement and customer impact
- **Transformation, resilience and risk:** Use technology, data, service redesign and professional practice to improve responsiveness, strengthen business continuity and provide strategic oversight of legal, governance, procurement, information and democratic risks across the portfolio
- **Partnerships and organisational reputation:** Act as an ambassador for the Council, building trusted relationships with partners, communities and external stakeholders, supporting collaboration and protecting the Council's reputation through sound judgement, professional credibility and clear advice.
- **Specialist statutory and delegated responsibilities:** Act as Deputy Returning Officer when required, discharge relevant Proper Officer responsibilities, oversee the Council's Raising Concerns Policy and Senior Information Risk Owner responsibilities, act as legal advocate where appropriate and commission external legal advice when needed.

- **Inclusive leadership and corporate values:** Role model the Council's values, promote equality, diversity and inclusion, ensure the health, safety and wellbeing of staff within the service area, and discharge any further functions delegated to the postholder by the Council.

About You

Qualifications and Professional Development

- Qualified solicitor, barrister or Chartered Legal Executive/CILEX Lawyer, with appropriate current professional practising status.
- Evidence of continued professional, managerial and personal development.

Experience and Knowledge

- Substantial post-qualification experience in legal practice, including a strong track record of operating at senior leadership level in a complex organisation.
- Authoritative understanding of the legislative framework, constitutional governance, democratic decision-making and the strategic, financial and operational challenges facing local government and the wider public sector.
- Significant experience of operating at corporate leadership team level in a politically led organisation, providing trusted advice to Chief Executives, senior Members, statutory officers and senior leaders on complex, sensitive and high-profile matters.
- Proven experience of advising Members and senior officers on constitutional, legal, ethical, governance and risk matters, including issues with significant organisational, reputational or public interest implications.
- Strong understanding of how effective governance, assurance, scrutiny and risk management enable delivery of strategic priorities in a complex public sector environment.
- Proven experience of leading organisational or service transformation, improvement and cultural change, including the use of technology, data and modern working practices to improve performance, resilience and value for money.
- Proven experience of leading high-performing multidisciplinary teams, setting clear expectations, managing performance, developing capability and creating an inclusive and accountable service culture.

- Track record of setting and delivering business and corporate priorities, managing resources effectively and contributing to financial sustainability, savings, efficiencies and value for money.
- Evidence of promoting equality, diversity and inclusion in leadership, service delivery, employment practice and engagement with communities, partners and stakeholders.
- Experience of building effective relationships with communities, partner agencies, private sector providers, public agencies, voluntary bodies and statutory authorities to deliver shared outcomes.

Skills and abilities

- High degree of political sensitivity and awareness, with the ability to operate with independence, integrity and political neutrality while maintaining credibility and trust with senior officers, elected Members, partners and external stakeholders.
- Excellent influencing, negotiation and relationship-building skills, with the confidence and credibility to advise, challenge and support senior decision-makers.
- Strong strategic judgement, with the ability to balance legal compliance, democratic accountability, ethical standards, risk, pace and delivery.
- Ability to lead through complexity, ambiguity and challenge, providing calm, authoritative and solution-focused advice on sensitive and high-risk matters.
- Ability to lead modern, flexible, efficient and financially sustainable services that deliver high-quality outcomes for the Council, Members, residents and partners.
- Proven ability to analyse complex issues, shape options, manage change and adopt a creative, pragmatic and legally robust approach to problem solving.
- Ability to lead inclusively and create a culture where people are clear about expectations, supported to perform well, confident to raise issues early and committed to continuous improvement.
- Excellent oral, written and presentation skills, with the ability to communicate complex legal, governance and risk issues clearly to a wide range of audiences.
- Resilience, personal authority and sound judgement to operate effectively under pressure in a high-profile and politically sensitive environment.

Special Conditions

- Willing and able to (regularly) travel to sites within the Trafford Borough
- Politically restricted

- Basic DBS
- Unsocial hours/weekend work may be required

Date prepared/revised	Updated role profile (new template) – 18/09/2023 - /08/07/2026
Prepared/revised by	SS/NK/ST/DS
Job Evaluation	Existing evaluation

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.
To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.