



Your job

Job Title: Service Lead Head of Governance

Service: Legal

Grade: 16

Reporting to: Monitoring Officer and Chief Legal Officer

To provide strategic leadership and direction for Governance Services, ensuring the Council maintains the highest standards of transparency, accountability, ethical conduct and democratic decision-making.

As a key senior leader within the organisation, the postholder will translate the Council's strategic ambitions into effective governance frameworks, systems and practices that support delivery of Progress with Unity and enable positive outcomes for residents, communities and partners.

The Head of Governance will lead and develop a broad portfolio of governance functions, ensuring that governance is recognised as an enabling, solution-focused function that supports excellent decision-making, organisational effectiveness and public confidence. Working collaboratively with elected members, senior leaders, residents, businesses, community organisations and external partners, the role will promote co-production, shared accountability and effective partnership working.

The postholder will provide strategic leadership for democratic governance, constitutional matters, information governance, data protection, assurance and ethical standards, ensuring that the Council operates within complex legislative and regulatory frameworks whilst supporting innovation, transformation and continuous improvement.

The role will play a significant part in strengthening organisational culture, developing future ways of working and enabling services to respond effectively to changing social, economic and political environments. Through strong leadership, the postholder will contribute to building healthy communities, tackling inequalities, supporting community wealth building and ensuring residents are empowered to achieve their potential.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

On an ongoing basis you will:

- Manage a team of 25 or more, directly or indirectly
- Manage an extremely large budget of over 5 million pounds
- Take sole responsibility in the delivery of organisational policies in relation to the wellbeing of people to meet changes in economic, social and political environment
- Adapt and change policy where relevant to impact across a whole
- Provide strategic leadership and accountability for the delivery of Governance Services, ensuring high-quality, responsive and customer-focused service provision.
- Lead a large, multi-disciplinary governance function, creating a high-performing culture that reflects Team Wigan values and supports workforce development, succession planning and organisational learning.
- Act as the Council's strategic lead on governance matters, providing expert advice and challenge to elected members, senior leaders, committees and partnerships.
- Ensure the Council's Constitution, governance framework and decision-making processes are modern, effective, transparent and responsive to organisational and legislative change.
- Promote the highest standards of ethical conduct, accountability and public trust across the organisation.
- Lead democratic services and member support functions, ensuring elected members are enabled to fulfil their democratic and community leadership responsibilities effectively.
- Oversee member standards, complaints and conduct arrangements, ensuring proportionate, fair and learning-focused approaches are embedded.
- Lead organisational information governance arrangements, including responsibility for data protection, information rights and Freedom of Information compliance, fulfilling the statutory role of Data Protection Officer.

- Develop and maintain effective assurance frameworks that enable informed decision-making and effective management of organisational risk.
- Build strong and productive relationships with services, elected members, regulators, partners, community organisations and residents to strengthen governance across the whole system.
- Lead service transformation, modernisation and digital innovation programmes that improve service quality, accessibility and value for money.
- Use performance information, insight, resident feedback and benchmarking data to drive continuous improvement and evidence-based decision-making.
- Ensure governance arrangements support the Council's ambitions around tackling inequalities, building community wealth, supporting health and wellbeing and delivering better resident outcomes.
- Contribute to corporate leadership across the Council, supporting organisational development, cultural change and the delivery of strategic priorities.
- Ensure compliance with all relevant legislation, regulations, statutory guidance and professional standards.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Educated to degree level or equivalent, with extensive experience relevant to the role.
- Proven extensive experience in leading organisations through significant change and development, with a focus on minimising disruption and maximising positive outcomes.
- Demonstrable considerable experience of ensuring services operate in full compliance with relevant legislation, statutory duties, and regulatory frameworks applicable to local government.
- Demonstrated ability to design and deliver culture transformation and leadership development programmes.
- Significant Experience in developing and executing change management strategies, including communications, training, and resistance management.
- Proven ability to manage very high budgets effectively and deliver value for money.
- Significant Experience in managing very large teams (directly / indirectly)

- Strong strategic thinker with the ability to translate vision into practical, impactful solutions.
- Excellent communication and influencing skills, with the ability to present complex, sensitive, or contentious information to a range of audiences.
- Proven Ability to build and maintain effective partnerships with internal and external stakeholders, ensuring alignment with community needs and council priorities.
- Skilled in evaluating service delivery and using data, feedback, and insight to drive continuous improvement.
- Politically aware, with experience of working in complex environments and engaging confidently with senior leaders and elected members.
- Innovative and solution-focused, with the ability to lead and work collaboratively across teams and services.

Our Culture

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

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”