

Job Description



POST DETAILS			
Division/Department	Finance & Corporate Services		
Organisation	TDC	Location	Cecil Street
Job title	Legal Services Manager & Monitoring Officer		
Reports to (job title)	Director of Corporate Resources		
Grade	TG-N	Politically Restricted Post	Yes
DBS (CRB) Requirement <i>Tick ✓ as appropriate</i>	Standard: Yes	Enhanced: Yes <input type="checkbox"/> No <input type="checkbox"/>	

JOB PURPOSE
<i>Explain in one or two sentences the principal reason why the job exists</i>
<p>To manage and provide a responsive, cost effective and professional Legal Service providing quality legal services to the Council, East Kent Services; and other shared service providers as required.</p> <p>Ensure that the relevant policy and framework documents are up to date and promulgated across the Council and provide high quality legal and procedural advice is provided at all stages of the Council’s decision making and ensure that a strong corporate governance culture is achieved with decision making by members meeting the highest standards of ethical and corporate governance.</p> <p>Discharge the statutory duties of the Monitoring Officer for Thanet District Council so as to ensure the Council fulfils its lawful obligations, statutory duties and performs its functions and activities in accordance with the law as described in the Monitoring officer Protocol (attached).</p> <p>To act as the Council’s Data Protection Officer (data controller)</p> <p>This post has been designated as a politically restricted post; and will sit as a member of the Strategic Management Team. (SMT)</p>

PRINCIPAL ACCOUNTABILITIES
<i>Include the most significant responsibilities of the job which have a clear end result. Normally there will be between six and ten accountabilities. See guidance notes for assistance with writing accountability statements.</i>
<ul style="list-style-type: none"> Lead and manage the Legal Services team to contribute to the achievement of the Council’s Corporate Plan Objectives and secure continuous improvement in the delivery of the Legal Service. Undertake service delivery planning, risk management and performance management to ensure an efficient and effective provision of high quality legal services to the Council, elected Members, Officers and key deliver partner such as

East Kent Services and East Kent Housing, in accordance with Corporate requirements.

- Lead on the development of the annual Legal Services Budget and prudently manage budget allocations in accordance with the Financial Procedure Rules with a view to delivering the service within the available budget and achieving any agreed efficiency savings
- Ensure the provision of robust and timely legal advice across the range of the District Council's activities, to elected Members, Officers and key delivery partners in accordance with legislation and best practice.
- Develop the capacity and capabilities of the Legal Service Team to deliver the optimal mix of commissioning of legal services from in-house and external sources
- Procure external legal advice including specialist legal services and Counsel's opinion and/or representation in consultation with the relevant client officer and within the financial constraints of any approved budget for the procurement of such services.
- Ensure the provision of expert high quality legal advice and guidance on Planning Law and Practice to Council Officers and Members; including at Planning Committee; and for advocacy purposes at planning inquiries.
- Put in place arrangements for the preparation, issue and serving of planning and listed building enforcement notices including stop notices and for the negotiation and agreement of planning agreements with developers in accordance with instruction of the Planning Manager or Planning Committee; and to provide advice on the grant or refusal of Certificates of Lawful Development
- Appear at informal hearings or public inquiries or at other tribunals of a statutory nature.
- Ensure the development and use of appropriate case management reporting systems to measure and report on the performance of the Service against relevant Service Level Agreements and Local Performance Indicators
- Obtain and then maintain appropriate accreditation for the Legal Service.
- Negotiate, agree and keep under review Service Level Agreements and local performance indicators with Planning, Environmental Health, Estates, East Kent Services and East Kent Housing.
- Implement any medium or high priority recommendations in an Audit Report relating to the Legal Service in accordance with the time scales set out in any related Action Plan.
- Manage and develop relationships with both public and private sector organisations to promote closer working and the development of potential shared service initiatives.
- Through SMT to support the Council's strategic response to ensuring that it meets current and future requirements to publish data on its activities and be proactive in developing systems to achieve the optimisation of transparency in relation to the Council's activities and that the information provided is robust, accurate and resilient.
- Manage and develop the broader governance agenda, ensuring that the Code of Corporate Governance remain updated and widely disseminated across the council's officers and Members; and put in place arrangements to monitor adherence to the Code, and to prepare the Annual Governance Statement for inclusion in the Council's accounts.
- To ensure that arrangements are in place and regularly updated, for the actions of the Council in fulfilment of its duties and responsibilities, to be fully compliant with legislation, regulatory requirements, case law and best practice.
- Make arrangements for the Council to be advised in respect of all Data Protection Act, Freedom of Information Act 2000 and Environmental Information Regulations 2004 matters including the handling of all Subject Access Requests and ensuring that the

Council meets its statutory obligations under the DPA 1998.

- To review annually the corporate retention schedules in relation to deeds and documents under the control of Legal Services and to make arrangements to ensure that such deeds documents are archived and/or destroyed in accordance with those schedules

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REQUIRED ATTRIBUTES

Include the essential attributes that the job-holder must have in order to perform the role competently and successfully

<p>Knowledge</p>	<ul style="list-style-type: none"> • Able to demonstrate high level of personal and professional knowledge and awareness of legal issues affecting local authorities, having used CPD to keep up to date with developments in both the private and public sector. • Knowledge of local government law matters, specifically including Town and Country Planning law. • Good understanding of Governance best practice and CIPFA/Solace Code of Corporate Governance • Comprehensive knowledge of the current political landscape for local government and a thorough understanding of local government and political processes • Knowledge of democratic processes in local government is desirable. • Knowledge of the shared service and partnership landscape within local government, and an awareness of the complex governance arrangements that typically feature in multi-agency partnerships. • Knowledge of strategic business planning and performance management methods.
<p>Skills</p>	<ul style="list-style-type: none"> • Committed to the ethos of continual professional development, able to use new learnings in the application of council business. • Able to promote collaborative, yet effective, ways of working with stakeholders to form a consensus on the way forward. • Able to think creatively about how the Council can improve its relationships with the public, championing the need to undertake transactions in an open and transparent way. • Able to look across the council at the decision making processes to ensure our corporate governance and assurance processes are fit for purpose. • Advanced interpersonal skills, acts with tact and decorum, able to represent the council on outside bodies and promote good external relations and a positive image. • Enhanced political sensitivity. • Possesses integrity and sincerity, able to make a convincing argument and win hearts and minds to achieve a successful resolution to areas of dispute. • Adept at listening to others in order to take on board different views. • An effective delegator, able to lead, manage and encourage proactive activity to develop staff through empowering them to

	act within agreed delegations; managing and motivating staff to excel.
Experience	<ul style="list-style-type: none"> • Experience of providing legal services in a district council at senior level within local authority environment. • Experience of managing a small team of staff at a senior level. • Experience of working with a time recording and case management software system. • Experience of providing advice on Data Protection Act 1998 matters, policies and procedures. • Experience of working with elected members • A successful track record of in developing and implementing performance management, quality control and other appropriate review processes. • Experience of managing budgets and stewardship of external funding or grant streams which are subject to external monitoring. • Experience in the development and application of council constitution or equivalent governance documentation. • Proven experience of effectively building, developing and leading teams to success.
Qualifications	<ul style="list-style-type: none"> • Professional Legal qualification and evidence of extended personal development essential.
JOB DIMENSIONS	
<i>Include key statistics relating to the job</i>	
Annual budgetary amounts <i>State if impact is direct or indirect</i>	
Number of staff reporting to the job holder <i>Specify direct and indirect reports</i>	2 Direct Approx. 6 indirect
Any other relevant statistics	

NATURE OF CONTACTS	
<i>Include key contacts and the nature of the communications</i>	
Internal	<p>Staff at all levels across the organisation, including SMT on a wide range of topics, including giving instruction and advice to staff outside of the department.</p> <p>Members – District, County and Parish – providing advice and working with Members on specific projects.</p> <p>Regular contact with the portfolio holders that cover the department's work.</p> <p>Attend Cabinet, Council and various Committee meetings</p>
External	<p>Manage relationships with internal and external audit; and liaise on specific governance related matters.</p> <p>Manage relationships with EK Shared Services to ensure that they uphold the Council's standards.</p> <p>Represent the council at county and national forums, as appropriate.</p> <p>Engagement with contractors and service providers as and when required.</p>

WORKING ENVIRONMENT CONTEXT

Complete this section if the job involves physical effort and/or strain or if the job-holder is required to work in unfavourable environmental conditions. This section does not apply to most roles in a normal day-to-day office environment.

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ORGANISATION CHART

Include an organisation chart which shows the immediate superior, peers and jobs reporting to this position. The organisation chart can be inserted below or provided as an attachment.

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JOB DESCRIPTION SIGN-OFF

Completed by	<i>Line Manager Job Title</i>	<i>Date</i>
Reviewed/Agreed by	<i>Next Level Manager Job Title</i>	<i>Date</i>
Dimensions Reviewed/Agreed by	<i>Job Title e.g. Finance Manager or as appropriate</i>	<i>Date</i>
Job Holder Reviewed/Agreed by	<i>Job Title</i>	<i>Date</i>