

JOB DESCRIPTION



Effective Date: December 2024	Location: Hybrid (Working across Swale, Maidstone & Tunbridge Wells Borough Councils)
Job Title: Team Leader (Corporate Governance) and Deputy Monitoring Officer	Grade: 10 (Plus Honorarium for being a Deputy/Monitoring Officer)
Responsible to: Deputy Head of Legal Partnership	No. of Staff Responsible For: 2
PURPOSE OF JOB To lead, manage and develop the Corporate Governance Team of the Shared Legal Service referred to as "Mid Kent Legal Services" (MKLS). To provide high quality proactive professional legal advice in the area of Corporate Governance work as part of MKLS and to supervise all staff within the team. To also be the Deputy Monitoring Officer (or Monitoring Officer, subject to experience) for one of the MKS authorities, providing governance advice and dealing with all Code of Conduct matters.	

MAIN ACCOUNTABILITIES

- To lead and manage the MKLS Corporate Governance Team ensuring that it provides legal services to the MKS authorities in accordance with Lexcel standards and in a way that reflects the MKLS values.
- To carry out regular case list reviews & 1:1's with team members with the Corporate Governance Team and 1:1s.
- To be the most senior fee earner in the MKLS Corporate Governance Team providing high level legal advice and all other commensurate legal practices to elected members, including committees and to senior managers and all other staff across the MKIP authorities and to any other MKLS clients in accordance with Lexcel standards and in a way that reflects the MKLS values.
- To keep abreast of legal developments in the field of Corporate Governance and ensure that the MKLS Corporate Governance Team operates in accordance with modern good practice.
- To support the Head of Legal Partnership/Deputy Head of Legal Partnership in the delivery of the vision agreed by the Mid Kent Service (MKS) Board.
- To promote the work of MKLS within the MKS Authorities and to improve and maintain understanding of legal procedures by providing training, seminars and guidance notes in the field of Corporate Governance to client departments. To promote the work of MKLS externally, to the benefit of the MKS Authorities, customers and staff.
- To lead, manage and develop the MKLS Corporate Governance Team in accordance with authority policies/procedures, authority/MKLS values, legislative and regulatory requirements.
- To provide legal supervision to all the fee earners in the Team as appropriate.
- To ensure that recruitment, training, development, appraisal, performance, workload allocation, supervision, quality assurance, risk and other management activities for the MKLS Corporate Governance Team are carried out in accordance with policy.
- To be a member of the MKLS Management Team and participate in the overall management of MKLS.
- To be committed to the Visions, Strategic Plans and policy frameworks of the MKS Authorities.
- To use and assist others to use information technology systems including the case management system (Iken) and to carry out duties in the most efficient and effective manner.

- To provide specific corporate governance advice to senior officers across the three authorities in relation to the Data Protection Act 2018, UK GDPR, Freedom of Information Act 2000, Environmental Information Regulations 2004, Subject Access Requests and other general governance advice.
- To communicate with the client at the required level or as a client focused role be able to communicate with our client at the agreed level.
- To participate in intra- and inter-departmental working parties and corporate groups across the MKS Authorities.
- To represent the MKS Authorities as appropriate at external meetings.
- To deputise for the Head or Deputy Head of Legal Partnership when required.
- Carry out relevant corporate governance training at all-staff briefings and with Officers when required.
- To assist the MKLS team leaders and Monitoring Officers when required with regard to corporate governance and standards matters, to include, but not limited to constitution queries and review, report writing and procedure and standards complaints
- To assist the Monitoring Officers with the following duties:
 - Reviewing the Councils' Constitutions and reporting the proposals to the relevant committees;
 - RIPA;
 - Code of Conduct complaints
 - Attending Committees and meetings as required; and
 - Providing governance advice in general.
- To undertake any training and development as required.
- To comply fully with the Councils' Equal Opportunity Policy.
- To comply fully with the Councils' Health and Safety at Work Policy.
- To assist as required in the Councils' Emergency Plan.
- To comply fully with the Councils' IT Security Policy.
- Commitment to the Councils' Strategic Plan
- To undertake other duties commensurate with the grade of the post.

PERSON SPECIFICATION



Team Leader/Practice Area Lead (Contracts and Commissioning)

Attributes:		Essential/ Desirable	Assessed By
Education, Training and Knowledge	Qualified solicitor, barrister, chartered legal executive or other suitably qualified lawyer with a background in local government.	Essential	Application/ Checks
	Extensive post qualification legal practice experience in the field of Corporate Governance.	Essential	Application/ Interview
	A solid track record of providing legal advice and support to senior leaders and key decision-makers at the highest levels in the subject area of Corporate Governance law and practice.	Essential	Application/ Interview
	Experience of operating in politically sensitive environments and able to demonstrate a good degree of political nous.	Essential	Application/ Interview
	Experience and knowledge of the law in one of the following areas - Planning, Property/Regeneration, Contentious, Contracts and Commissioning.	Desirable	Application/ Interview
	Experience of partnership working or managing or working within a shared service.	Desirable	Application/ Interview
	Experience of developing and embedding best practice, innovation and continuous improvement in the delivery of legal services.	Desirable	Application/ Interview
Management Requirements	Experience of staff management and ability to manage, develop and motivate staff.	Essential	Application/ Interview
	Experience of the successful performance management of legal fee earners.	Essential	Application/ Interview
	Management Qualification	Desirable	Application/ Checks

Skills and Knowledge	Detailed knowledge and a thorough understanding of corporate governance law and practice.	Essential	Application/Interview
	Previous Monitoring/Deputy Monitoring Officer Experience	Essential	Application/Interview
	Knowledge and understanding of the political nature of local government and democratic process.	Essential	Application/Interview
	Significant personal gravitas with an ability to operate with confidence and credibility at the highest levels of the MKS Authorities.	Essential	Interview
	Able to demonstrate through previous experience the qualities and characteristics relevant to this post that are set out in the MKLS values.	Essential	Application/Interview
	Excellent written and verbal communication skills with demonstrable ability to communicate with elected members, senior managers and staff at all levels.	Essential	Application/Interview
	Ability to respond efficiently and resolve issues around the changing needs of clients and competing priorities of the MKS Authorities.	Essential	Interview
	Resilient and committed, remaining composed under pressure.	Essential	Interview
	Ability to motivate and develop staff and encourage high performance within a team.	Essential	Interview
	Understanding of the role of legal services and how they can contribute to the achievement of corporate priorities.	Essential	Interview
	Understanding of the corporate priorities of the MKS authorities and how they relate to the work of MKLS.	Essential	Interview
	Ability to travel to attend offices of the MKS Authorities wherever that office may be based.	Essential	Interview
	Ability to be available (i) to attend evening meetings either remotely or at the offices of the MKS Authorities and (ii) in the event of emergencies or urgent management issues in relation to the MKS authorities.	Essential	Application/Interview
	Full driving licence.	Essential	Checks

COMPETENCY PROFILE

Leadership	• Takes responsibility • Uses initiative • Open and honest • Flexible in approach and to change
Performance	• Focused on priorities and outcomes • Delivers on promises • Creative skills • Understands the role
Ambition	• Open to new ideas and concepts • Learns from past experience • Challenges standard practice for improvements • Maintains a positive outlook
Customer care	• Ability to establish credibility and build positive relationships • Understands the customer's perspective • Proactive in keeping customers informed • Seeks feedback
Teamwork	• Works together • Helps others • Shares learning • Treats colleagues with respect and trust