

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Head of Legal and Democratic Services</b>
<b>Accountable to:</b>	Director of Corporate Governance
<b>Line management:</b>	Service Managers with responsibility for specific functions that fall under the overall responsibility of the Head of Legal and Democratic Services
<b>Key Relationships:</b>	Corporate Management Team and Heads of Service Conveners and Vice-Conveners of relevant service Committees Elected Members Trades Unions Appropriate public service partners

<b>2. JOB PURPOSE</b>
To undertake on behalf of the Council, all duties and responsibilities associated with the role of: <ul style="list-style-type: none"> <li>Monitoring Officer under Section 5 of the Local Government (Scotland) Act 1973</li> <li>Data Controller in accordance with Data Protection Act 1998</li> </ul>

<b>3. CORE RESPONSIBILITIES</b>	
3.1	<ul style="list-style-type: none"> <li>providing effective management and leadership</li> </ul>
3.2	<ul style="list-style-type: none"> <li>maximising levels of performance, motivation and morale of staff</li> </ul>
3.3	<ul style="list-style-type: none"> <li>being action-oriented and people-focused</li> </ul>
3.4	<ul style="list-style-type: none"> <li>coaching and developing staff</li> </ul>
3.5	<ul style="list-style-type: none"> <li>maintaining and promoting the core values and corporate goals of the Council and ensuring they are communicated effectively to staff</li> </ul>
3.6	<ul style="list-style-type: none"> <li>actively supporting and implementing corporate objectives, and being accountable for the delivery of those objectives</li> </ul>
3.7	<ul style="list-style-type: none"> <li>ensuring that staff are kept well informed about corporate objectives and priorities and matters that impact on their employment and the service they provide</li> </ul>
3.8	<ul style="list-style-type: none"> <li>using resources appropriately to achieve best value results for the organisation and the wider community, keeping a considered and appropriate balance between cost, quality and price</li> </ul>
3.9	<ul style="list-style-type: none"> <li>continually reviewing service performance and striving to improve the quality and efficiency of the service within their functional area</li> </ul>
3.10	<ul style="list-style-type: none"> <li>working with others co-operatively (including external organisations where appropriate) to meet corporate objectives</li> </ul>

3.11	<ul style="list-style-type: none"> <li>actively promoting and delivering equality of opportunity to staff and service users</li> </ul>
3.12	<ul style="list-style-type: none"> <li>actively contributing to a flexible, agile and learning organisation</li> </ul>
3.13	<ul style="list-style-type: none"> <li>proactively managing the health and safety of staff within the post's functional area and ensuring that all key elements of effective health and safety management are in place (e.g. risk assessments)</li> </ul>
3.14	<ul style="list-style-type: none"> <li>recruiting competent staff</li> </ul>
3.15	<ul style="list-style-type: none"> <li>valuing others by delegating responsibility and demonstrating trust within agreed boundaries</li> </ul>
3.16	<ul style="list-style-type: none"> <li>creating a culture where innovation and managed risk taking are encouraged</li> </ul>

<b>4. ROLE SPECIFIC RESPONSIBILITIES</b>	
	<p>This post assumes responsibility as Monitoring Officer in terms of the Local Government and Housing Act 1989. The specific roles that the Head of Service will be responsible for will include: Provision of a Legal Advisory Service, Licensing, Archives, Courts, Committee and Democratic Services, Members Services and Service Performance.</p>
4.1	<ul style="list-style-type: none"> <li>To lead the delivery and provision of Legal and Democratic Services</li> </ul>
4.2	<ul style="list-style-type: none"> <li>To manage, support and direct the service effectively, deploying resources to meet service delivery and performance standards</li> </ul>
4.3	<ul style="list-style-type: none"> <li>To lead in the provision of quality comprehensive legal advice and support to the Council, Corporate Management Team and officers</li> </ul>
4.4	<ul style="list-style-type: none"> <li>To act as the Council's principal Legal Adviser, ensuring the implementation of all legal action required to support the Council's activities</li> </ul>
4.5	<ul style="list-style-type: none"> <li>To develop and lead corporate and effective approach to Democratic Services across the organisation</li> </ul>
4.6	<ul style="list-style-type: none"> <li>To assist and support the formulation of corporate strategic initiatives and identify clear management aims and objectives for the Council</li> </ul>
4.7	<ul style="list-style-type: none"> <li>To promote continuous service improvement and best value within the service through performance management and assessment, establishing performance targets and indicators and service planning</li> </ul>
4.8	<ul style="list-style-type: none"> <li>To foster and ensure a culture where corporate employee performance assessment and development systems are effective in supporting a positive, motivated workforce</li> </ul>
4.9	<ul style="list-style-type: none"> <li>To develop and promote effective methods of communication with elected members, trade unions, employees, service users and relevant external agencies / partner organisations</li> </ul>
4.10	<ul style="list-style-type: none"> <li>To ensure compliance with Council and departmental budget and procurement procedures</li> </ul>
4.11	<ul style="list-style-type: none"> <li>To develop and promote equal opportunities, both in terms of service delivery and in employment, in all aspect of the activities of the Service</li> </ul>
4.12	<ul style="list-style-type: none"> <li>To ensure compliance with the Council's Health &amp; Safety Policy and relevant statutory provisions</li> </ul>
4.13	<ul style="list-style-type: none"> <li>To keep abreast of professional best practice in policy and practice, monitoring performance regularly, together with methods and systems of working within the areas of service responsibility, to ensure that Council</li> </ul>

	policies and programmes are being met
4.14	<ul style="list-style-type: none"> <li>To provide a comprehensive legal service to the Council and its decision making structures and other bodies such as working parties, joint committees or other joint working arrangements with which the Council becomes involved or has responsibility</li> </ul>
4.15	<ul style="list-style-type: none"> <li>Acting on behalf of the Director of Corporate Governance and Chief Executive in the role of legal adviser to the Council, providing directly or otherwise ensuring that the Council and its constituent elements have access to legal advice on matters under consideration or potentially so; and ensuring that, where Council decisions require a legal service for their proper implementation, a prompt and professional service is provided</li> </ul>
4.16	<ul style="list-style-type: none"> <li>The postholder will be responsible for the management and provision of services to the Licensing Board and other Boards</li> </ul>
4.17	<ul style="list-style-type: none"> <li>As monitoring officer for the purpose of Section 5 of the Local Government (Scotland) Act 1973 advising the Director of Corporate Governance and the Chief Executive on a continuing basis for the purposes of these duties in order to ensure legality and propriety</li> </ul>
4.18	<ul style="list-style-type: none"> <li>To assist in the preparation of budgets and forward expenditure plans, monitoring expenditure and regularly accounting to the Director of Corporate Governance for the legal and democratic services functions</li> </ul>

The above is intended to provide a description of the **KEY TASKS** and **ACTIVITIES** of the job. Duties and responsibilities attached to jobs may change from time to time without changing the general character of the duties or the level of responsibility entailed.

<b>7. EXPECTED BEHAVIOURS</b>				
<b>Management Core Competencies</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	
Team Leadership			√	
Developing Others			√	
Empowering Others			√	
Best Value Focus			√	
<b>Core Competencies</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>
Working with Others				√

Acting with Integrity				√
Customer Focus				√
Achieving Results				√
Continuous Improvement				√
Being Accountable				√