

ROLE PROFILE

Job family	Leadership
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Role profile number and grade	LSL3-2553
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Role purpose:

A head of service with sole responsibility for a large corporate function or significant service to include an equal split of both operational and strategic responsibilities.
 Will be the council's lead professional in the function or will be managing a significant service which has wide impact across the whole council.
 Will include managing significant risk for the council.
 Will typically have large operational teams and/or significant budget.
 Will report to a director and be working independently.
 Roles at this level will be the exception and there will not be more than one L3 post within the function/service area. It is likely that these roles will be complex and managing large numbers of staff, therefore you would not expect the whole of these services to be delivered via contracts.

Example posts: head of legal services; head of IT; head of safeguarding

Factor	Relevant Job Information
Indicative qualifications	Degree in a subject relevant to the role or able to demonstrate equivalent knowledge, skills and experience. Relevant professional qualification at a post graduate level QCF level 7 in leadership and management Programme management qualification or able to demonstrate equivalent knowledge, skills and experience
Knowledge, skills and experience	Roles at this level require self sufficiency in a technical or specialised field gained through broad and deep experience of concepts/principles or through wide exposure to complex practices. This includes: <ul style="list-style-type: none"> • Expert functional knowledge, providing significant advice with impact across the council. • A broad knowledge and understanding of the services impacted by the function • Proven extensive senior management experience of managing a significant corporate function or multiple services/teams • Substantial experience in both strategic and operational management within the function • Experience of working in a political environment and managing political challenges to the direction of the function. • Substantial understanding of local government and the local and regional context • Ability to deliver and support successful cultural and organisational change programmes both within the function and with impact across the council • Effectively handling challenging & complex situations which have wide ranging impact and reputational risk for the Council • Leadership of high profile innovative projects which have wide ranging impact and reputational risk for the Council • Significant budget management experience
Accountability for Budget	Roles at this level have a major impact/effect on the overall results of the organisation encompassing a substantial portion of the organisations' income, expenditure or resources. The nature of the impact of the role is contributory but with significant impact and influence in advising or facilitating services for use by others in taking decisions across the council. Leads a function of multi-disciplined professionals/specialists, or larger teams (30+) with narrower specialist responsibilities Delegated budget lead for own functional area (£1mplus) but will have influence on significant expenditure across council and partner services Impact on whole council gross budget (spend) circa £872 million Impact on partner organisations budgets County population is around 470K

Problem solving	<p>Roles at this level require thinking/problem solving where only broad functional guidelines/policies and objectives exist. The postholder will be required to establish standards and procedures for the whole service/function, interpreting broad/general policies in relation to complex situations that impact upon the whole council.</p> <p>Lead the implementation of required corporate change in the service/functional area, across the council and/or partner organisations</p> <p>Lead on the development and implementation of service/function strategies and make a significant contribution to the development of corporate strategies and business plans</p> <p>Lead on the design, development and implementation of complex solutions within the identified area which serve the council's vision, goals and core values, involving the application of significant council resources across the council and/or partner services</p> <p>Maintain the integrity of the service/function and culture of continuous improvement, ensuring increased functional capacity across the council and partner organisations.</p> <p>Ability to make decisions relating to the service/function that have high risk and impact upon the whole council without reference to a senior manager</p>
Nature of contacts	<p>Directly or through nominated line management, direct and oversee all activities of the service/function and more widely across the council and/or partner organisations.</p> <p>Influence, advise and make recommendations to members, chief executive, directors, heads of service and equivalent levels in external bodies, private sector and partner organisations regarding complex situations that have high risk and reputational impact across the council..</p> <p>Manage relationships with key stakeholders and delivery partners including consultation on complex political / strategic / commercial issues that have high risk and reputational impact across the council</p> <p>Provide service/functional direction, expertise, advice and support often in response to complex issues across the council and/or partners including external stakeholders and suppliers etc.</p> <p>Sponsor and lead working groups and project teams, likely to be cross service/council/partners or external at a regional or national level.</p> <p>Engage with stakeholders to seek and explore innovative opportunities for collaborative working within and across function, services, and/or with partners</p> <p>Establish and lead partnership working with internal / external services / organisations and liaise with national bodies.</p> <p>Managing complex situations which can be contentious and have the potential to cause significant reputational issues for the council.</p>
Additional duties	<p>Postholders are required (subject to the provisions of the Working Time Regulations) to work the hours that are necessary to do the job, including evening and weekend work and attendance at meetings out of office hours. This includes being on standby or call out to respond to emergency situations.</p>
Our Identity	<p>Our Identity sets out who we are and provides a shared understanding of how we are all expected to lead, work and act with each other, our partners and our residents to deliver our services and build stronger communities. They enable us to continually evolve and adapt to meet the changing needs of our residents and ensure that we continue to deliver great services and make a difference to the people of Wiltshire.</p> <p>All of us are expected to demonstrate the seven elements of Our Identity in how we work to shape and create the organisation we want to be part of. It should influence our decisions, activities, projects and ways of working</p>
Health & Safety	<p>To be responsible for managing services in line with the council's health, safety and welfare policies</p>
Equalities	<p>Wiltshire council is committed to ensuring employees do not discriminate against colleagues, suppliers or third parties at work or harass or victimise others. Incidents of discrimination at work are taken seriously and employees are encouraged to report incidents via their manager or anonymously via the whistleblowing policy.</p>
Authority to work in the UK	<p>All employees must have the legal authority to work in the UK. Non-UK nationals must have the relevant approval to work in the UK from the Home Office. Copies of any relevant documents provided as proof of home office are retained for our records; by providing these proofs the council will treat this as consent.</p>

The above profile is intended to describe the general nature and level of work performed by employees in this role and does not detail a list of all duties and responsibilities. The Council reserves the right to amend this role profile as necessary.

ROLE DESCRIPTION

Role description:	Head of Legal Services/Deputy Monitoring Officer
Role profile family:	Leadership
Number of posts:	1
Role profile number and grade:	LSL3-2553
Service/Team:	Legal Services
Reports to:	Director - Legal and Governance/Monitoring Officer

Job context

Legal and Governance provides high quality professional support to the Council (Chief Executive, Corporate Leadership Team, Leader and Cabinet, Extended Leadership team) and all council services to enable resident engagement in democracy and efficient, effective decision making which helps deliver the Council's Business Plan.

Legal Services delivers strategic and operational legal advice enabling multi-disciplined legal teams to provide timely, proportionate and cost-effective legal solutions

Job purpose

This role is the strategic specialist and the senior legal professional lead for the Council providing legal advice on high profile, high risk and complex and contentious issues. This role carries significant organisational risk and reputational impact in the advice given as it seeks to recommend solutions that support and safeguard the organisation from significant legal, reputational and financial damage.

As part the Legal and Governance senior management team the postholder will shape and deliver Legal Services to the highest standards, providing robust quality assurance, compliance with all legal and statutory requirements and within an effective and efficient budgetary framework.

This postholder will be the lead in ensuring strategic collaboration across service areas and partners in a complex political environment to deliver key priorities identified in Our Wiltshire Plan, influencing corporate strategies, priorities and council wide decision making

The postholder will ensure compliance with local government legislation and corporate governance frameworks and provide authoritative legal advice on a range of politically sensitive matters, demonstrating resilience and tenacity in managing political challenge.

This postholder will lead a team of multi-disciplined professionals in their specialist field to ensure the delivery of strategic and operational legal advice enabling timely, proportionate and cost-effective legal solutions. These teams will be dealing with sensitive and emotive situations and will need a significant level of support.

This postholder will also deputise for the Director of Legal and Governance as and when necessary, at local and regional level.

In addition to the responsibilities described in the role profile, specific duties include:

- Deputise for the Director of Legal and Governance, for example at full council supporting the chair and giving advice on the constitution.
- Assist the Director of Legal and Governance with their statutory responsibility to report illegality and maladministration of the council under their section 5 reporting requirements.
- Deputise for the Monitoring Officer as required to support the Monitoring Officer in the exercise of their statutory and constitutional responsibilities and in ensuring robust, open and transparent corporate governance and high risk decision making that enables the Council to meet its corporate priorities and deliver high performing services.
- Act as the Council's RIPA Monitoring Officer to ensure that the Council complies with the requirements of the Regulation of Investigatory Powers Act 2000 and related legislation.
- Strategically lead and develop Legal Services ensuring that the delivery and implementation of comprehensive Legal strategies are aligned to the Council's vision, priorities and business plan.
- Strategically lead the commissioning and contract management of external legal providers, including counsel and solicitors where specialist expertise or capacity is required, ensuring value for money and quality of the service/advice provided.
- Drive early legal involvement in major projects and procurements to mitigate risk and avoid lengthy legal disputes and litigation resulting in significant financial impact.
- Provide highly complex advice on a range of high risk, contentious matters often conflicting with the direction that the service area wishes to take.
- Provide support in the creation of legal documents and contracts which are highly complex and contentious involving a range of stakeholders.
- Work with the Monitoring Officer and Directors to ensure robust, open and transparent corporate governance and decision making that enables the Council to meet its corporate priorities and deliver high performing services.
- Work collaboratively with senior leaders both within the council and the wider public service partnership to shape and deliver effective and innovative solutions that enable the council to deliver its outcomes.
- Participate in budget setting and monitoring to ensure that expenditure remains within budget and

meets the targets set out within the service plans, reporting on and working as part of the wider management team to identify and mitigate risks.

- Working as part of the wider Legal and Governance senior leadership team to develop and deliver robust performance management systems, interpreting and analysing performance data and implementing action to embed a culture of continuous improvement.
- Lead the provision of high performing, customer focused and cost-effective services to the Council, Cabinet, Committees and Services to ensure that the Council is properly advised and is able to meet its objectives within the law.
- Makes evidenced based decisions to enhance the Councils reputation and to deliver increased income generation.
- Ensure that the team are engaged as a high performing specific central function but also is able to see its place as part of a complex organisation seeking to improve the lives of the residents of Wiltshire.
- Responsible as Deputy Monitoring Officer for advising on code of conduct matters, including the Assessment Sub Committee and Hearing Sub Committee for the benefit of officer colleagues and members.
- Advise on complex, high profile or politically sensitive matters to ensure that the Council's interests are protected.
- Co-operate and collaborate with other services (internal and external) and provide in service training in order to maximise efficiency and effectiveness and promote joined-up working in the interests of customers and local communities.
- Ensure that the Council's decision making, is lawful, efficient, and transparent and that arrangements are in place for effective overview and scrutiny to protect the Council against legal challenge, reputational damage and significant financial cost.

Dimensions				
Type of budget	Direct	Indirect	Responsibility	Amount / Cost
Staffing budget	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full budget responsibility and oversight of legal spend	Approx £5m
Whole Council Budget	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contributory impact on spend	Approx £876m
Please describe any national performance standards or statutory/legal responsibilities applicable to this role:				
<ul style="list-style-type: none"> • Deputy Monitoring Officer in respect of legal advice to the Cabinet, Council and Corporate Leadership Team and in the exercise of statutory and constitutional responsibilities. 				

Person specification

In addition to the qualifications, knowledge, and skills required for roles at this level, this role requires:

- Qualified Solicitor or Barrister with current practising certificate to act as the Council's lead professional.
- A substantial range of experience over a significant period of time at a senior level in the provision of legal services in local government and/or a multi-functional organisation of comparable scope, size and complexity.
- Significant experience of working at a senior level within a political environment (including direct interface with elected members and senior officers), managing a wide range of highly complex and challenging risks and issues and political challenge.
- A sound working knowledge and understanding of local government law, decision-making processes, constitutional requirements and corporate governance.
- Experience of procuring external legal services of counsel and solicitors to ensure that high quality, cost effective legal capability is available following a judgement this cannot be provided in-house.
- Proven ability to make significant decisions relating to the services/functions that have high risk and impact upon the whole council.
- Able to demonstrate effective decision making and leadership in situations which have wide ranging impact and reputational risk.
- Able to work collaboratively at a senior level, demonstrating tenacity and resilience to gain agreement and follow through on delivery of plans; able to challenge constructively to ensure successful outcomes.

Supporting information

Driving classification	
<p>Occasional driver A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.</p>	<input type="checkbox"/>
<p>Regular Driver Must hold a valid UK driving licence and have access to either their own car or a pool car in order to undertake the duties of the role, unless other forms of transport are available and viable to perform the role, including public transport, or unless a reasonable adjustment has been agreed.</p>	<input checked="" type="checkbox"/>
<p>Required Driver Must hold a valid UK driving licence and will drive a vehicle supplied by the Council in order to undertake the duties of the role.</p>	<input type="checkbox"/>
<p>Employees should refer to the Corporate Driving at Work policy for further information.</p>	

Driving trigger points			
<p>The trigger points set out below, regarding driving licence points and at-fault accidents, apply to all staff who drive on council business.</p>			
Trigger Points	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action	
Points on driving licence	6	9	
Trigger Points	Discussion and advice on expected driving standards	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action
At fault accidents within a two-year period (whether work or personal)	1	2	3
<p>Job applicants who drive must have 9 or less points on their driving licence, and must have less than 4 at fault accidents within a two-year period. If they meet the trigger points, they will be subject to the actions outlined in the table above.</p>			
<p>If holding a valid licence, occasional drivers will need to declare penalty points and no-fault accidents as requested. Depending on the role, decisions as to whether this might either affect appointment or require corrective driver training, will be made case by case.</p>			

Political restriction	
This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as a member of the Scottish or Welsh Parliaments, or a local councillor. The job holder is furthermore not permitted to canvass on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party	<input checked="" type="checkbox"/>
This role is not politically restricted	<input type="checkbox"/>

Professional fees and related occupational costs	
As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council	<input checked="" type="checkbox"/>
This role does not have any professional or occupational membership requirements	<input type="checkbox"/>

Clearances – Disclosure & Barring Service (DBS)	
This role will be engaged in ‘regulated activity’ providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an Enhanced DBS check before appointment can be confirmed.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a Standard DBS check	<input type="checkbox"/>
The role requires a Basic DBS check to check for convictions and cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.	<input type="checkbox"/>
This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.	<input checked="" type="checkbox"/>

Clearances – Baseline Personnel Security Standard (BPSS)	
This role requires access to the UK government Public Services Network (PSN) and is subject to a BPSS check	<input type="checkbox"/>
This role is not subject to a BPSS check	<input checked="" type="checkbox"/>

Clearances – Non-Police Personnel Vetting (NPPV)	
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 2* . (*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed ‘secret’).	<input type="checkbox"/>
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 3* (*regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy	<input type="checkbox"/>

<p>material either on police premises or by remote access up to “secret” level. A level 3 includes a check on you, your spouse/partner, co-residents, and all family members).</p> <p>This role is not subject to a NPPV check</p>	<input checked="" type="checkbox"/>
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Safeguarding	
<p>For all roles within Children’s Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council’s agreed child protection/vulnerable adults protection procedures will be followed.</p>	<input type="checkbox"/>
<p>For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults’ procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council’s agreed interagency safeguarding adults’ procedures will be followed, alongside implementation of the council’s disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.</p>	<input type="checkbox"/>
<p>For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council’s agreed child protection/vulnerable adults protection procedures will be followed.</p>	<input checked="" type="checkbox"/>