

WYCOMBE DISTRICT COUNCIL

JOB DESCRIPTION

DESIGNATION: Head of Democratic, Legal and Policy Services

POST NUMBER: AAA13

POST GRADE: 11

DATE: 1st October 2009 (Updated March 2012)

JOB PURPOSE

To help deliver excellent services to the people of Wycombe District in line with the Council's vision, values, resources, strategic and service priorities as set out in the Council's Corporate Plan and the Sustainable Community Strategy.

To lead and manage the functions that comprise the Democratic, Legal and Policy Services Business Unit in order to deliver the Council's strategic and service objectives.

To work with and advise the Council, Committees and Members of the Council on all matters within the post holder's area of responsibility.

To contribute to the development of the Council's Vision, values and strategic priorities.

RESPONSIBLE TO:

The Chief Executive is responsible for the performance management and review of this post holder in line with Council policies and the conditions of service of the Joint Negotiating Committee for Chief Officers of Local Authorities.

RESPONSIBLE FOR:

The following services: -

- Policy and Performance
- Electoral Services
- Elections
- Land Charges
- Legal Services
- Democratic Services
- Members
- Communications
- Economic Development
- Governance and Complaints
- Information Assurance (SIRO role)
- Design and Print

KEY ACCOUNTABILITIES

Leadership and Management

To be responsible for the leadership and management of the above services, including securing and managing resources to achieve strategic and service objectives within the Council's agreed financial framework.

To work with the Chief Executive, Corporate Directors and Heads of Service to ensure a consistent approach to the management of Council services and management of change, including attending Strategic Management Board.

Corporate Governance and Member Relations

To advise Members and officers to ensure that policies are determined in a way consistent with the effective, financially prudent and legal authority of the Council and within the principles of sound governance.

To undertake the role of Senior Information Risk Officer (SIRO) for the Council.

To develop and maintain effective working relationships with Elected Members so that they are well informed and involved.

To provide advice on standards issues to Members, officers and parish councils

To deal with complex and politically sensitive matters.

To attend Member meetings as required, including undertaking the lead role for Improvement and Review Commission.

To undertake the Proper Officer responsibilities assigned to this post as set out in the Council's Constitution.

People Management

To establish a culture that provides opportunities for staff development and encourages personal development, encourages and rewards high performance, provides managers with flexibility to meet their service needs within a common framework, promotes equal opportunities and fair treatment for all, promotes the Council's core values and provides excellent services valued by partners, Members, managers and officers.

External Relations and Partnership Working

To develop and maintain effective relationships with key partners and stakeholders in order to deliver excellent services for the people of Wycombe District.

To represent the Council on appropriate partnerships and at functions and events as appropriate.

Electoral matters

To act as Deputy Returning and Deputy Electoral Registration Officer

Other Duties

To undertake any other duties commensurate with the level and expectation of this post.

Equal Opportunities

To comply with and actively support the Council's equal opportunities policy and to ensure practices are consistently applied throughout the Council in employment and service delivery.

Health & Safety at Work

To have due regard to the responsibilities and duties set out in the Council's Health & Safety Policy in respect to personal and other peoples health, safety & welfare.

PERSON SPECIFICATION

EXPERIENCE

- Significant experience of senior management within a diverse organisation (preferably with experience within the public sector and local government) including advising elected Members on policy and strategy.
- Significant experience of handling corporate governance matters on behalf of the Authority.
- A proven track record of successfully managing corporate functions that have delivered effective performance.
- Experience of managing and developing staff, including the establishment of a positive performance culture that has delivered effective performance and continuous service improvement.
- Experience of electoral registration and election matters.
- Experience of successful participation in corporate management and the development of corporate objectives, policies and strategies.
- Evidence of successful development and implementation of strategies, policies and practices that deliver high quality, customer focused services and translate organisational & service ambitions into real achievements.
- Evidence of forging successful partnership working arrangements.
- Evidence of successful leadership and management of a significant service development.
- A record of success in creating equality in service.
- Ability to effectively project manage complex and cross-cutting service developments, building consensus to deliver the outcomes to the Council's requirements.

QUALIFICATIONS

- Degree level qualification or equivalent
- Senior membership of a relevant professional body
- Post graduate management qualification (e.g. MBA)
- Evidence of continued professional development

ABILITY, SKILLS & KNOWLEDGE

- Ability to develop, communicate, persuade and gain ownership for a new clear vision and direction for the policy and research function.
- Ability to think, plan and act strategically and corporately, with a creative approach to problem solving and delivery in demanding circumstances and with competing priorities.
- A clear understanding and knowledge of the working of local government including its legal, financial, social and political context.
- A clear understanding and knowledge of policy and research responsibilities.
- Effective presentation, communication and interpersonal skills and ability to apply these effectively to a variety of audiences.
- Ability to communicate a compelling vision of what is to be achieved and how it is to be achieved
- Ability to lead, motivate and challenge others to achieve high performance.
- Ability to instil confidence and inspire others.
- Ability to build positive relationships, to influence and persuade others.
- Ability to build partnerships and productive working relationships with others (internal & external)

OTHER

- Willingness to act flexibly, corporately and collaboratively
- An enthusiastic ambassador for the Council, its stakeholders and partners.
- Personal and professional credibility which will command the respect and confidence of Members, senior managers, staff, external partners and other stakeholders.
- A strategic thinker with a creative and innovative approach.

- A strong and effective manager, who leads by example and is an effective communicator, determined, positive and approachable.
- A robust individual, resilient enough to cope with the demands of the role.
- Highest standards of conduct and probity.