

Role Title	Joint Head of Governance – Joint Grade 3
<b>Role Purpose</b>	<p>As the Council's most senior expert Governance adviser lead, provide and procure a complete professional governance service to Guildford and Waverley Councils and manage, direct and lead the Joint Governance team.</p> <p>Ensure that key council decision making, delivery of corporate strategy, policy, performance and budgetary management/ monitoring are made in the context of statutory and local decision making frameworks.</p> <p>Ensure that the council meets all relevant regulatory requirements and that proper application of corporate policies is undertaken across all departments.</p>
<b>Role Specific Accountabilities</b>	<ul style="list-style-type: none"> <li>• To act as Lead Governance advisor (Senior responsible officer) to the Council, ensuring the provision of high-quality advice to both Council, their Executive, Committees and other member groups and to all departments, the Joint Leadership Team and Managers of both Councils.</li> <li>• To act as the Councils' most senior advisor on Constitutional matters and ensure that the Council's constitutions are upheld.</li> <li>• To advise on corporate governance, and on proper conduct of the Council's business including advising on application of decision making frameworks, preparing reports, managing Member Code of Conduct processes and other constitutional processes as required.</li> <li>• To advise the Joint Assistant Director – Democracy and Governance and Joint Strategic Director of Legal and Democratic Services on governance related matters.</li> <li>• To provide support to the Joint Assistant Director – Democracy and Governance and Joint Strategic Director of Legal and Democratic Services (Monitoring Officer), Borough Solicitors and Deputy Borough Solicitors as needed in relation all aspects of regulatory compliance.</li> <li>• To contribute to the overall success of the Legal and Democratic Service role modelling core values and behaviours effectively.</li> <li>• Ensure the maintenance and oversight of the Council's risk registers identifying any specific matters of high value, reputational, political or other sensitivities; and ensure mitigating actions are identified and implemented.</li> <li>• To lead an effective Joint Governance function (including the provision of policy advice and development to both Leaders and Executive members) including the adequate resourcing of the Service, through development and delivery of a Joint Governance Service Strategy and Annual plan and ensuring issues and risks are managed in a timely manner.</li> </ul>

	<ul style="list-style-type: none"> <li>• To work closely with the Joint Assistant Director – Democracy and Governance and Joint Strategic Director of Legal and Democratic Services in preparing and securing the achievement of corporate objectives whether financial or otherwise including exploring possible partnership working with other organisations and develop service plans and monitor outcomes.</li> <li>• Be accountable for the service creating and maintaining excellent relationships with its key customers acting as an escalation point for serious service delivery issues.</li> <li>• To monitor adequate resourcing of the Joint Governance service to the Council, to identify opportunities for career development, succession planning and any other resource issues and propose how they can be resolved.</li> <li>• To direct and/or commission any such review as may be necessary to audit/assess issues where governance may be identified as being sub optimal; set out findings and recommendations and ensure they are implemented effectively.</li> <li>• To be accountable for ensuring that horizon scanning for changes in legislation or other statutory frameworks which have an impact on decision making is undertaken; and that appropriate interventions are implemented to ensure that the Councils remain compliant with national and local decision making.</li> <li>• To lead and manage staff within the area of responsibility and to ensure that they are appropriately trained, developed and motivated and to be responsible for appraising staff who report directly.</li> <li>• Undertake performance management of direct line reports according to existing Waverley Performance Management policy and process.</li> <li>• Ensure that a Governance wide learning and development plan is devised and maintained on an ongoing basis, working with HR colleagues as necessary to ensure support is provided.</li> <li>• Ensure that Council wide Governance learning and development interventions are defined and implemented, to ensure that all Council staff are able to understand their responsibilities in relation to good decision making.</li> <li>• To keep up to date with national and local policy and other developments affecting Local Government generally.</li> <li>• To delegate activity to team members as may be necessary to ensure the effective working of the team.</li> </ul>
<b>Key Dimensions</b>	<p>Manage a team of 3 FTE and a headcount of 3.</p> <p>Provide advice and support to 98 elected members and a joint management team.</p> <p>Direct report to the Assistant Director – Democracy and Governance.</p>

### **Additional Notes:**

1. All work performed and duties undertaken must be carried out in accordance with relevant Council and Service policies and procedures, within legislation and with regard to the needs of our customers and the diverse communities we serve.
2. This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.
3. You will be expected to be flexible in your duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as request by your line manager.
4. This is a politically restricted post. You cannot be elected as a councillor in any local authority whilst employed in this role.

### **Health and Safety / Risk Management**

1. Ensure that all aspects of the Councils' Health and Safety Policies and Procedures are adhered to.
2. Be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of corporate and service objectives.
3. Adhere to the relevant Councils' constitution.
4. Champion Safeguarding policy and practice.

### **Contacts and Relationships**

1. Elected Members, Chief Officers, Staff at all levels across the councils, external partners and stakeholders.

## **Joint Head of Governance**

**(please note the below are all essential requirements)**

### **Qualifications**

1. Educated to at least degree level or equivalent experience.
2. Evidence of commitment to professional development (CPD)
3. Extensive experience of Local Government governance and assurance frameworks.

## Experience

1. Proven track record of working successfully in a complex public sector environment delivering a range of governance services.
2. Experience of developing constitutional decision making frameworks, service plans, business cases and projects to work collaboratively, overseeing implementation and evaluating success.
3. Experience of achieving positive outcomes when handling complex constitutional issues and relationship issues including code of conduct matters, decision making frameworks and committee working.
4. Experience of managing teams.

## Knowledge

1. Excellent knowledge of Local Government legislation and constitutional, decision making and governance frameworks.
2. Experience of working with elected members and officers and dealing with complex and confidential matters.
3. Knowledge of leadership models, styles and behaviours including an ability to engage, motivate and coach/mentor others to deliver.
4. Knowledge of facilitating business transformation based on systems thinking and use of technology.

## Skills and Abilities

As set out in Role Specific Accountabilities above.

## Competencies

1. **Can do Approach/Results (Level 3) Initiative** – Acting on one's own initiative to be able to proactively manage workload and team resources to ensure priorities are met and that excellent services are delivered to Council Leaders, Executive Members and Joint Management Team.
2. **Can do Approach/Results (Level 3) Informed** – Ensures that relevant data necessary to inform and support effective decision making is gathered, challenged and presented to key stakeholders.

3. **Customer Service (Level 3)** Standards – Proactively seeks feedback about the service provided by the team, specifically relating to how well governance is understood across councils as a whole.
4. **Managing Self and Others (Level 3)** Resilience – Ensures that team members are actively supported and are able to support key stakeholders consistently in circumstances that may be ambiguous, contentious and high profile.
5. **Communication (Level 3)** Communication – Excellent communication in all forms with a range of people including the Joint Management Team, Executive, Councillors, internal staff at all levels, members of the public and other key external stakeholders.
6. **Team Working (Level 3)** Flexibility – Being able to adapt and work in a flexible way to meet the demands of the job, recognising the complexity of the political context and the needs of two different political administration, whilst working with a Joint JMT.
7. **Communication (Level 3)** Discretion- Being able to manage, synthesize and deliver high levels of sensitive information and data appropriately.
8. **Embraces change (Level 3)** Impact: Recognises the impact of advice provided on to key stakeholders, whether it will influence, or encourage changing practice and behaviour for key stakeholders and deal with issues arising promptly; ensuring that everything done in terms of governance is compliant with legal requirements.
9. **Innovation and creative thinking (Level 3)** Anticipates future changes in legislation or constitutional frameworks which may present opportunities to develop new approaches to meet organisational needs.