

Role Title	Joint Corporate Governance Officer – Joint Grade 5
Role Purpose	<p>Responsible for ensuring that corporate policies and associated monitoring frameworks to ensure compliance with local decision making frameworks are developed and implemented.</p> <p>Undertake monitoring of corporate policy and performance reporting for JLT.</p> <p>Work with senior officers across both councils to ensure that decision making frameworks are fully understood.</p>
Role Specific Accountabilities	<ul style="list-style-type: none"> • To provide professional advice and guidance in respect of the Council's Constitution, associated protocols and standing orders and to take a lead role on reviews of or revisions to these at the request of the Joint Head of Governance and/or Joint Strategic Director of Legal and Democratic Services. • To lead on the development of learning and development materials on Decision Making, Member Code of Conduct processes, Member Officer protocols and liaising with Democratic Services colleagues to deliver this training. • Liaise with Democratic Services colleagues to develop and deliver a comprehensive and robust induction programme for Elected members. • To work in partnership with Democratic Services colleagues and the Joint Strategy, Policy and Insight Manager to oversee the Council's approach to scrutiny; ensuring that policy is legally compliant, easy to understand and implement. • To work effectively with colleagues within Democratic Services and the Joint Executive Support team, Strategy and Corporate Services and more broadly across both Councils, consulting them on key issues and seeking their professional advice as appropriate. • To provide advice to the Joint Head of Governance, Joint Strategic Director of Legal and Democratic Services on complex and sensitive matters relating to the Member Code of Conduct and ensuring that complaints relating to councillor conduct are dealt in a robust, timely and sensitive manner. • Undertake member Code of Conduct investigations on behalf of the Joint Head of Governance and/or Joint Strategic Director of Legal and Democratic Services as required. • Commission investigations into Member Code of Conduct and/or Whistleblowing complaints on behalf of the Joint Head of Governance and/or Joint Strategic Director of Legal and Democratic Services.

	<ul style="list-style-type: none"> • Ensure that the outcome of investigations are disseminated and that any follow up actions, e.g., training and development, HR activity etc is undertaken appropriately and sensitively. • Be responsible for building and maintaining excellent relationships with its key customers acting as an escalation point for serious service delivery issues. • To participate in and/or commission any such review as may be necessary to audit/assess issues where governance and decision making may be identified as being sub optimal; set out findings and recommendations and ensure they are implemented effectively. • To undertake research activity to horizon scan changes in legislation or other statutory frameworks which have an impact on decision making are undertaken; and that appropriate interventions are implemented to ensure that the Councils may remain compliant with national and local decision making. • Undertake performance management of direct line reports according to existing Waverley Performance Management policy and process. • Contribute to 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. • To keep up to date with national and local policy and other developments affecting Local Government generally. • You may also be expected to support the Council during elections.
Key Dimensions	<p>Manage a Joint Corporate Governance Support Officer (Grade 7).</p> <p>Provide governance advice and support as may be needed to a total of 98 Councillors across Guildford and Waverley and the joint management team.</p> <p>Direct report to the Joint Head of 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 Corporate Governance Officer

(please note the below are all essential requirements)

Qualifications

1. Degree level or equivalent experience.
2. Evidence of CPD

Experience

1. Experience of working in a complex and highly politically sensitive environment.
2. Extensive experience of Member-Officer Code of Conduct and Member Code of Conduct policies and processes.
3. Experience of conducting investigations into sensitive matters and ensuring all obligations relating to confidentiality and data protection are met.

Knowledge

1. Knowledge of developing Local Government decision making frameworks and Committee structures.
2. Experience of developing policy and translating policy into delivery outcomes.
3. Knowledge of conducting/commissioning research projects, analysing findings and translating into effective policy.

Skills and Abilities

As set out in Role Specific Accountabilities above.

Competencies

1. **Can do Approach/Results (Level 3)** Insightful – Develops clear and measurable outcomes based on evidence, insight and intelligence and determine how resources will be applied to deliver outcomes.
2. **Customer Service (Level 3)** Decision Making – Working effectively with key stakeholders to ensure that evidence based, risk assessed decisions can be made which deliver excellent services.
3. **Managing Self and Others (Level 3)** Planning and Organising – Excellent planning and organisational abilities to ensure that workload priorities are dealt with and that deadlines are met, particularly where deadlines are politically or statutorily time sensitive.
4. **Communication (Level 3)** Communication – Excellent, clear and concise communication in all forms with a range of people including the Joint Management Team, Councillors, internal staff at all levels, members of the public and other key external stakeholders.
5. **Team Working (Level 3)** Collaborative – Demonstrates awareness of the political context of the role and works effectively with Council Members. JMT and other key stakeholders.
6. **Communication (Level 3)** Insight - Being able to understand and manage high levels of complex, sensitive information and data and cascade appropriately throughout the organisation.

7. **Embraces change (Level 3)** Impact: Recognises the impact of advice provided to key stakeholders, whether it will influence, or encourage changing practice, behaviour for key stakeholders and deal with issues arising promptly.
8. **Innovation and creative thinking (Level 3)** Anticipates future changes in legislation, national, regional or local policy may present opportunities to develop new approaches to meet organisational needs and the needs of key stakeholders.