

## Role Profile and Specification -

Service Area	Chief Executive's
Role Title	Head of Legal and Monitoring Officer
Location	Oxted/Agile
Reports to	Chief Executive
Grade	SM2
Duration/Hours	Permanent/37 Hours

### Service area purpose

The Chief Executive's function sets the strategic direction of the Council, translating political priorities and the organisation's long-term vision into deliverable outcomes that improve services, strengthen public trust, and enhance the Council's reputation.

The Council is seeking an exceptional legal or governance professional to lead our Legal Services function, acting as the principal legal adviser while also overseeing Democratic Services, Electoral Services, and Information Governance.

As Head of Legal and Monitoring Officer, you will be responsible for delivering authoritative, high-quality and consistent legal services that underpin strong governance and effective democratic arrangements in support of the Council's strategic aims. You will provide strategic direction, corporate leadership, and expert advice on all matters relating to Legal Services, ensuring the efficient administration of the Council's member-level decision-making processes.

In this senior leadership position, you will offer authoritative legal and or governance guidance across all areas of Council activity and play a pivotal role in shaping the organisation's compliance, and ethical framework.

### Senior management responsibilities

You will be a member of:

#### Statutory Officer Group

This comprises the Chief Executive (as Head of Paid Service), Chief Finance Officer/Section 151 Officer and the Head of Legal and Monitoring Officer, each of whom holds specific responsibilities defined in law. The role of the group is to ensure legal compliance, financial integrity and proper decision making and plays a vital role in risk management and corporate leadership.

## **Management Team (MT)**

This is the Council's core strategic leadership group, comprising the most senior officers. Its primary role is to provide strategic oversight, ensure the delivery of the Council's key priorities and support effective political management. MT sets the overall direction of the organisation, makes high-level decisions and ensures alignment between policy, performance and political expectations.

## **Extended Management Team (EMT)**

This includes senior managers from across the organisation who are responsible for operational delivery, maintaining good governance, leading on organisational development and strengthening internal communication and collaboration. EMT plays a key role in translating strategic decisions into practice, embedding a high-performance culture and ensuring cross-service coordination.

MT sets the strategic direction, while EMT enables its delivery through effective governance, collaboration and leadership across the organisation.

## **Job purpose**

You may be a qualified solicitor/ barrister or have substantial governance experience, with broad expertise, commercial awareness, excellent judgement and experience operating in a complex organisation. You will have proven ability to lead and develop a professional team, communicate complex legal issues clearly to a wide range of audiences and provide authoritative advice at senior levels, and members. Experience within the Council sector is desirable but not essential.

The postholder will also be the Council's statutory Monitoring Officer, a vital member of the senior leadership team, providing legal advice to the Chief Executive and the S151 Officer and contributing to the collective corporate leadership of the Council.

## **Key responsibilities**

The areas of responsibility and line management responsibility may change over time but at the commencement will include:

- Legal Services
- Democratic Services
- Information Governance

The role reports directly to the Chief Executive.

## **Monitoring Officer responsibilities**

- Fulfil all statutory duties of the Monitoring Officer, including reporting on unlawfulness or maladministration and ensuring lawful and transparent decision-making.
- Oversee the Council's ethical standards framework, including member conduct, codes of conduct, investigations and the Register of Interests.
- Provide independent and objective advice to elected members, the Chief Executive and senior officers, particularly on matters involving legal risk or probity.

## **Governance and constitutional leadership**

- To ensure that the Council's corporate governance framework is compliant and fit for purpose, including:
  - The Council's Constitution and Scheme of Delegation
  - Code of Conduct for Members and Officers
  - Regulation of Investigative Powers Policy
- Provide expert advice on constitutional matters, governance processes and corporate policy development.
- Adhere to responsibilities assigned to the Monitoring Officer in the Council's Constitution.

## **Legal Services leadership**

- Provide strategic leadership for Legal Services, ensuring the delivery of accurate, timely and solution focused legal advice across all service areas.
- Oversee complex and high risk legal matters involving contracts, procurement, litigation, planning, employment, property and regulatory law.
- Ensure legal risk is identified early, effectively managed and clearly communicated to senior leaders and members.
- Promote high professional standards, continuous improvement and knowledge sharing across the legal team.

## **Democratic and Electoral Services leadership**

- Lead Democratic Services to ensure high quality support to committees, elected members and decision-making processes.
- To be the Council's Deputy Returning Officer responsible for the management and conduct of elections and support the Electoral Registration Officer for the compilation of the electoral register.
- Oversee member development, induction and ongoing training programmes.
- Ensure transparent and accessible publication of decisions, agendas and reports.

## **Corporate leadership**

- As the Council's 'Senior Responsible Officer', deliver a corporate approach for the Council's responsibilities arising from Protection of Freedoms Act 2012
- Actively contributes to corporate strategy, organisational planning and cross service collaboration as a senior leader.
- Promote a positive organisational culture aligned to the Council's values, encouraging innovation, continuous improvement and accountability.
- Lead, develop and motivate teams to deliver high performance, professional excellence.
- Working in a flexible way (location, hours and activities) to meet the needs of the role, this includes attendance at evening committee meetings.
- Participating in emergency planning, weekend duty cover and response activities as required.

# Person specification

## Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none"> <li>Educated to degree-level or equivalent relevant professional qualifications or expertise</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Qualified solicitor or Qualified Legal Executive or Barrister.</li> <li>Management qualification.</li> <li>Membership of relevant professional body.</li> </ul>

## Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>Substantial experience in a senior legal role, preferably within a local government context.</li> <li>Proven experience as a Monitoring Officer or in a similar statutory role ensuring compliance and promoting ethical conduct.</li> <li>Experience of senior level stakeholder management, including working closely with councillors, government bodies and regional partners.</li> <li>Experience in leading organisational change and transformation, driving cultural change and embedding corporate values.</li> <li>Experience managing politically sensitive or high profile issues with tact and impartiality.</li> <li>An understanding of different models of delivery such as joint ventures and wholly owned companies and the ability to advise on the legal and governance implications as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>A successful track record of engaging effectively with others at a senior and strategic level while building sustainable productive partnerships with key stakeholders.</li> <li>Experience operating within a matrix management environment, balancing cross-functional priorities and resources.</li> <li>Subject matter expertise in contract, property, planning, litigation, governance.</li> <li>Financial and commercial awareness and effective budgeting and financial management skills.</li> </ul>

## Key Skills & Knowledge

Essential	Desirable
<ul style="list-style-type: none"> <li>Detailed knowledge of relevant legislation and legal practice. Understanding of the statutory duties of the Monitoring Officer. Understanding of the local</li> </ul>	<ul style="list-style-type: none"> <li>Ability to foster an open and trusting culture with the ability to lead change through others and inspire high levels of performance.</li> </ul>

<p>government framework and its governance.</p> <ul style="list-style-type: none"> <li>• Ability to be a role model for the leadership behavioural competencies and promote the Council's values and behavioural competencies.</li> <li>• A strategic thinker, with the ability to develop and implement strategies that support the achievement of organisational objectives.</li> <li>• Excellent leadership skills, able to provide clarity to your team on the vision and purpose of their work.</li> <li>• Strong track record of building and nurturing productive working relationships, able to advocate for excellence, equity, and inclusivity.</li> <li>• Highly effective communication skills, able to influence others with impact and professional credibility, with the ability to communicate to a diverse community.</li> <li>• High standards of professionalism, integrity and discretion in managing sensitive or high-profile issues.</li> <li>• Ability to manage resources effectively, including budgets, staffing, and facilities.</li> <li>• Highly motivated senior leader, able to act as a role model to team members and peers.</li> <li>• Adaptable and flexible to meet a variety of challenges.</li> <li>• An inspiring leader, able to engage team members to deliver exceptional performance in a challenging environment.</li> <li>• Innovative, change champion, who is happy to challenge the status quo to deliver on strategic objectives and solve problems.</li> <li>• Strong interpersonal and relationship building skills and ability to create a culture of collaboration, partnership and shared purpose.</li> <li>• Ability to apply strategic thinking and insight across service areas to influence and shape corporate outcomes.</li> <li>• Strong analytical capability, able to interpret complex and varied data sources, extract insight and use evidence to drive strategic decisions.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of information governance to support strategic decision making and performance insight.</li> <li>• Understanding of alternative service delivery models, including commissioning, partnerships and shared services.</li> <li>• Experience in managing an electoral and democratic services team.</li> </ul>
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| <ul style="list-style-type: none"><li>• Capacity to work outside of normal office hours and attend evening meetings as and when required.</li></ul> |  |
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