



LONDON BOROUGH OF MERTON
COPORATE SERVICES DEPARTMENT
JOB DESCRIPTION

POST TITLE:	Assistant Director Corporate Governance and Joint Head of Legal Services
Grade:	MG5
Department:	Corporate Services
Location:	Such offices as the services of London Borough of Merton and Richmond upon Thames may require
Responsible to:	Director of Corporate Services
Responsible for:	Shared Legal Services - for the London Boroughs of Merton and Richmond upon Thames Electoral Services - for the London Boroughs of Merton Democracy Services – for the London Borough of Merton Information Governance –for the London Borough of Merton Internal Audit – for the London Borough of Merton Investigations – for the London Borough of Merton Safety Services – for the London Borough of Merton Local Land Charges –for the London Borough of Merton Corporate Complaints –for the London Borough of Merton Carrying out the functions of the Monitoring Officer – for London Boroughs of Merton and Richmond Upon Thames
Post number:	Date: June 2011

MAIN PURPOSE

- To lead the provision of legal advice and legal services to members, directors and departments of both councils.
- To lead the legal and electoral services teams in the London Borough of Merton and the Legal shared service teams for both councils.
- To act as Monitoring Officer under the Local Government and Housing Act 1989 for both councils.
- To manage the London Borough of Merton’s democratic services, scrutiny and member services.



- To manage a range of corporate governance functions for the London Borough of Merton including information governance, internal audit and Safety Services.
- To be a member of the Corporate Services Management Team and participate in the overall management of the Corporate Services Department for the London Borough of Merton and to be a member of the Directorate Management Team and participate in the overall management of the Finance and Corporate Services Directorate for the London Borough of Richmond upon Thames.



MAIN DUTIES AND RESPONSIBILITIES

Professional

- To provide expert advice to leading members and senior managers of both councils on all legal and governance issues.
- To ensure that the advice provided to council officers and members on legal and governance issues by the shared team is sound, responsive, based on up to date knowledge and meets organisational needs.
- To participate in the development of both councils' policy, ensuring that governance and legal considerations are taken into account.
- To lead on the development of governance and decision-making procedures and Standing Orders, to ensure that such procedures and Standing Orders are implemented and maintained and updated as appropriate, and to monitor their application.
- To keep abreast of developments in the law affecting local government, and in modern approaches to decision-making and governance; to make and progress proposals to ensure that arrangements respond to these developments.
- To act as Monitoring Officer for both councils
- To act as Deputy Returning Officer for London Borough of Merton
- To act as the proper officer for receipt and registration of Members' interests in accordance with the Local authorities (Members' Interests) Regulations 1992 for both authorities and the Council's Register or Pecuniary Interests of Senior Staff for the London Borough of Merton.

Managerial

- To progress the modernisation and transformation of the councils' business including maximising efficiency through development of the shared legal service, and identifying further opportunities for shared services and outsourcing.
- To deliver the service in line with council policy, procedures legislative and other requirements, ensuring delivery of high quality and cost effective legal services.
- To review the service regularly to continue to improve and meet the changing needs of the both councils.
- To develop, implement and maintain service level agreements for legal services provided to other departments, in close consultation with these client departments.
- To lead and manage the London Borough of Merton Corporate Governance Division
- To develop, implement and maintain performance management and quality assurance procedures for all services responsible for.



- To be responsible for the budget in the region of £6m per annum; to manage this budget ensuring the appropriate monitoring and financial control procedures are in place.
- To lead and manage staff of the shared legal service and the London Borough of Merton Corporate Governance Division, ensuring that recruitment, training, development, appraisal and other management activities are carried out in accordance with council policies. To ensure that appropriate professional development is undertaken by all staff as necessary.
- To participate in and lead as appropriate, intra and inter departmental working parties of both councils and to ensure that such groups receive appropriate contributions from the services managed.
- To represent the Directors or the councils as appropriate to external bodies such as the Local Authority Association, central government departments, Law Society, etc.
- To undertake such other duties of a comparable nature elsewhere in the London Borough of Merton as may be required to facilitate management development and service flexibility.
- Any other duties as requested by the Directors.



**LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
PERSON SPECIFICATION**

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Grade: MG5

Date: June 2011

Qualifications and Experience

Professional and post specific requirements

- Qualification as a Solicitor or Barrister
- Experience of providing direct advice to elected members or members of a board on legal and decision-making issues, both verbally and in writing
- Evidence of contributing successfully to corporate decision-making and development of corporate policy, strategy and governance processes

Managerial requirements

- Management experience at a senior level within a large complex organisation
- Proven success in the management of change and service improvement
- Experience of budget management
- Ability to lead and motivate staff
- Evidence of working successfully in partnership with external organisations and stakeholders

Knowledge, Skills and Abilities

Professional and post specific requirements



- Comprehensive working knowledge of the law affecting local government and its trends and development in the UK and EU.
- Comprehensive knowledge of local government services, governance and management arrangements and best practice.
- Ability to advise on the development and implementation of policies, practices and procedures in line with good practice and UK/EU law.

Managerial and personal requirements

- Ability to develop, articulate and implement a service plan, including a workforce plan, to meet the needs of the business
- Understanding of the principles of business systems and processes and how these can be applied to increase efficiency
- Sound commercial acumen and the ability to identify, assess, mitigate and manage business risk
- Excellent interpersonal skills and the ability to work effectively with elected members and colleagues, balancing control requirements with empowering managers and staff
- Ability to influence, persuade and negotiate for the successful delivery of outcomes
- Excellent communication and advocacy skills, both orally and in writing
- Good numeracy and well-developed analytical skills



- Ability to solve complex problems
- Ability to develop, articulate and implement a clear vision for the future of support service provision within LB Merton
- Clear understanding of ways in which the Council's policy of equality in employment and service provision can be reflected in all aspects of work of the division
- Understanding of the Council's vision and mission statement and how they relate to the work of the Division
- Ability to attend evening and weekend meetings as appropriate

Personal Style and Behaviour

Please refer to LB Merton's Model of Leadership Behaviours (attached).