Dudley Council



Director – Legal, Compliance and Assurance/Council Monitoring Officer

**DMBC Operating Model 2024 - Vision:**

A community-focused, financially resilient, collaborative, and sustainable council delivering the services required to support and meet the essential needs of residents, businesses, and the local economy.

*Case for Change July 2024*

**Our Values:**

Our values describe what we stand for and how we operate, and we expect our values to be lived and role-modelled throughout our organisation.



(to be updated 2025)

**Our Directors:**

Play a pivotal role in Dudley Council's comprehensive recovery and transformation programme through drive and leadership that supports our business, our workforce, and our residents.

Take collective accountability for the achievement of corporate priorities and outcomes within agreed resource and time frames, the directors contribute to leading the organisation, provide strategic oversight and are accountable delivery across a range of functions

Ensure teams take a responsive, resident focused approach and will ensure collaboration to operate as ‘one council’.

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| **Job title:** | **Director – Legal, Assurance and Compliance/Council MO** |
| **Grade/Salary:** | Chief Officer 3: £105,000 - £115,000 |
| **Reports to:** | Group Director Core BusinessLink to Chief Executive for Statutory responsibilities |
| **Post Number:** | PS272 |

**Statutory Responsibilities:**

* Monitoring Officer (Section 5 – Local Government & Housing Act 1989)
* Council’s Senior Information Risk Owner (SIRO)

**Role Purpose:**

1. Member of the Council's senior leadership team, lead and drive organisational transformation, maximising use of technology/automation and cultivate a high-performance culture focused on continuous improvement, efficiency, and improved customer experience and choice.
2. To lead the Council Improvement Programme, implementation of the new operating model, and ensure all transformation workstreams have clear deliverables to modernise service delivery.
3. Champion evidence-based decision-making, robust financial management, and model effective leadership behaviours and accountabilities underpinned by adherence to the Nolan Principles, while articulating a compelling vision for change.
4. Direct the work of the relevant operational teams and associated resources to ensure they are responsive to the needs of the organisation and effective partnership working.

**Key Responsibilities:**

1. Provide strategic and operational advice to the Chief Executive, Group Directors, and senior leadership team, ensuring all guidance aligns with core objectives.
2. Develop and implement strategies for service areas, translating corporate goals into actionable plans which are underpinned by clear benefits realisation deliverables.
3. Identify and address opportunities and challenges with innovative solutions to enhance community and business outcomes.
4. Take collective responsibility for driving transformation through the Council's new operating model and fostering a workforce adaptable to new working methods.
5. Accountability and leadership for: -

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| Council’s Monitoring Officer is accordance with Section 5 of the Local Government and Housing Act 1989 (as amended) | Constitution oversight, training and advice  |
| Data protection & information Governance/SIRO  | Advising and ensuring discharge of responsibilities of the Cabinet, Council, all committees and decision-making bodies or persons and for monitoring Member behaviour and enforcing the Code of Member Conduct |
| Legal services | Electoral services/deputy returning officer |
| Internal audit/relationship management with external audit | Risk management |
| Corporate fraud | Corporate health and safety |
| Compliance oversight, data protection and information governance | Solicitor of Record  |
| Housing and other fraud |  |

1. With the Chief Executive and Group Directors take a lead role to: -
	1. Craft and deliver creative and innovative solutions to improve long term performance, effectiveness and efficiency, ensuring all Council functions are supported to meet the highest standards of governance and delivery.
	2. Develop and nurture strategic partnerships and relationships with private sector organisations, regional bodies, public & voluntary sector, government and other stakeholders
	3. Provide advice and insight to senior leaders and Members and other key decision makers, providing tactical guidance to meet Council objectives.
2. Support the transformation of council functions through technology and innovation, focusing on integration, business process redesign, self-service, and modernisation to reduce costs and enhance customer experiences. Implement and continuously improve the new operating model to deliver high-quality, efficient services with effective governance and team collaboration.
3. Manage designated budgets, ensuring performance management systems are in place to optimise resources and income.
4. Provide assurance on compliance with legal and regulatory standards and promote transparency and ethical standards.
5. Participate in corporate resilience, emergency planning, and business continuity. Build effective relationships and partnerships with stakeholders.
6. Develop clear business plans to support the Council Plan, with governance, performance monitoring, and innovation.
7. Ensure adherence to health and safety policies and legal obligations under the Health and Safety at Work Act 1974 (or relevant local legislation) including Monitoring compliance with legislation, internal policies, and industry standards.

**Special Conditions:**

This post is politically restricted.

This post may be subject to the DBS checking process.

Driving Licence will be subject to checking with the DVLA. It is a council requirement to have Business Use Car Insurance and a valid MOT certificate (For cars over 3 years old).

Prepared by Chief Executive

Date 10th March 2025

**Person specification - Essential criteria:**

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| **Qualifications and experience**  |
|  | Degree level, equivalent education and/or strong evidence of working practice in the appropriate fields and level of role. |
|  | Holds a recognised professional qualification as a solicitor, barrister or equivalent |
|  | Evidence of continuing professional development |
|  | Proven experience in large scale delivery of transformational change |
|  | Proven experience at a senior level gained in a large, complex, multidisciplinary organisation of strategic leadership achievement and experience consistently developing strategies and translating them into effective operational delivery plans |
|  | Proven management experience at a senior level in a local authority or other large organisation with experience of successfully delivering finance service and functions with measurable outcomes |
|  | Strong knowledge of statutory and regulatory frameworks governing local authorities |
|  | Record of achievement in identifying and effectively managing the risk inherent in the delivery of operational services |
|  | Experience of service redesign and defining services standards and proven track record of delivering customer-focused services in a complex environment |
|  | Demonstrable experience of ensuring high levels of probity, transparency and governance/standards in public life |
|  | Proven success in leadership and management of a range of services with multi-disciplinary teams to achieve high performing and significant, sustainable improvements and outstanding results |
| **Skills and abilities** |
|  | Proven commitment to public service and the ability to champion equality diversity and inclusion and embedding these as core values |
|  | Successful track record in the management of large staff groups and motivating them to achieve change in new ways of working |
|  | Proven ability to lead by example, act with integrity in alignment with the Council’s professional standards, values, and behaviours, consistently modelling these attributes |
|  | Politically astute, acting in line with the Nolan principles in public life |
|  | Proven ability to communicate and work effectively in partnership with a wide range of internal and external bodies |
|  | Proven ability to exhibit skills, tact, diplomacy, persuasion, negotiation, advocacy, and assertiveness and to adapt personal style as required |
|  | Excellent relationship management skills, capable of working effectively with a wide range of audiences and displaying a high level of political awareness. |
|  | Visible, approachable and accountable for self and others, seeing errors as opportunities for learning.  |
|  | Driven and self-motivated with a clear sense of purpose  |
|  | Capable of anticipating and influencing changes to meet service needs, demonstrating both resilience and tenacity under pressure. |
|  | Flexible, responsive and resilient to changing demands and priorities |
|  | Aware of own strengths and areas needing improvement, with a commitment to addressing these areas |

