

Title Head of Legal, Democratic Services and Information Governance & Deputy Monitoring Officer	Department Chief Executive's	Post Ref.
Job Purpose <p>To lead, direct and shape the Council's legal, governance and information governance services ensuring they contribute positively to effective service delivery, achievement of the Nottinghamshire Plan vision and ambitions and effective mitigation of risk.</p> <p>Responsible for the provision of authoritative, high-quality, flexible legal and governance services which support strong governance and democratic arrangements in support of the Council's strategic aims and priorities.</p> <p>To undertake the role of Deputy Monitoring Officer and act as Monitoring Officer when the Monitoring Officer is unavailable or unable to act on a matter and support the Monitoring Officer as required and deputise for the Senior Information Risk Owner (SIRO) as required.</p>		
Key Responsibilities <ol style="list-style-type: none"> 1. Lead the delivery of all services within the area of responsibility of the post and manage, influence and direct employees and budgets allocated for that purpose, in accordance with the County Council's policies and procedures and performance management framework to achieve service and corporate objectives. 2. Manage and monitor all aspects of the Legal, Democratic and Information Governance Services performance against agreed targets, ensuring the achievement of appropriate standards. Report to the Service Director as required on levels of performance and action plans for improvement. 3. Ensure provision of appropriate, intelligent, relevant and timely advice, guidance and information to senior officers and elected members, in accordance with designated service responsibilities. 4. Ensure that the Council's Constitution is kept under review and updated to reflect changes in the law and best practice and 	Key Accountabilities <ol style="list-style-type: none"> 1. To be responsible for the effective provision of high quality, value for money internal and outsourced legal advice. 2. To have shared responsibility for ensuring corporate and strategic priorities are delivered both in relation to the service areas and with relevant external partners. 3. To be responsible for the leadership and development of the service areas within the post holder's area of responsibility, ensuring delivery of proactive, dynamic, flexible and cost-effective services. 4. To be capable of providing specialist legal advice to Members, Officers and manage a personal case load within the following fields of practice: <ul style="list-style-type: none"> • Local Government Law • Constitutional and Administrative Law • Information and Information Governance Law 	

ensure the provision of high-quality advice on constitutional matters.

5. Ensure the efficient and effective administration of Council meetings and the Council's member level decision-making processes and ensure that elected members are appropriately supported in fulfilling their responsibilities.
6. Work collaboratively with the senior leadership team, directors, members and key partners to inform strategic decision making that supports the delivery of corporate programmes of work and key priorities.
7. Contribute to budget and target setting, ensure effective financial performance in the areas of responsibility within the remit of the role and support the effective financial management of the Council.
8. Actively consider and implement new and innovative ways of delivering services that provide high quality and good value for money, support and contribute to delivery of the Council's wider corporate change portfolio.
9. Provide positive leadership to the group, leading by example, acting with the highest levels of integrity and instilling a clear sense of purpose, priority and direction whilst motivating, empowering and training employees to optimise their skills and performance.
10. Contribute to the corporate management of the County Council by overseeing the implementation of relevant corporate policies, strategies and standards within the department and by providing strategic leadership including participating in corporate programmes of work.
11. Provide support and advice as required to ensure wider business continuity and emergency planning and advice on all aspect of risks for the council in the relevant service areas.

5. To be responsible for Information Governance across the organisation, including robust management of the risks involved in handling of information and compliance with legislative requirements and deputising for the SIRO as required.
6. To act as Deputy Monitoring Officer including assisting him/her in the performance of his/her functions and acting as Monitoring Officer when he/she is unable to act because of absence or conflict and in so doing, with the Monitoring Officer, to ensure that the Council and its decision-making procedures are serviced, advised and proceedings recorded in accordance with law.
7. With the Monitoring Officer provide advice on legislation and new government policy issues affecting the decision making and constitutional position of the County Council and proactively develop, monitor, review and revise the Council's Constitution and all necessary allied codes of procedure, protocols and guidance required to conduct Council business.
8. Developing corporate and service-based relationships with government departments, professional bodies and other public, private and voluntary sector organisations to represent and promote the county council's interests and build its reputation and ensure the council fulfils its role in the community effectively.
9. Working collaboratively with other service areas across the council to enable delivery of the vision and ambitions as set out in the Nottinghamshire Plan and the council's Transformation and Change portfolio.
10. To be responsible for the management of budgets, budget planning and all associated financial matters including identifying and implementing saving proposals and efficiency measures as required in relation to the services within the remit of the role.

<p>12. Deputise for the Monitoring Officer as required, including dealing with member code of conduct and standards issues.</p> <p>13. Deputise for the Senior Information Risk Owner (SIRO) as required.</p>	<p>11. To be responsible for identifying opportunities to work with partners to realise service efficiencies including working with colleagues in the EM Lawshare partnership to actively promote creative and innovative ways of tackling service delivery problems to improve efficiency and value for money.</p>
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

Person Specification

Education and Knowledge

1. A qualified lawyer (solicitor with a current practicing certificate or barrister).
2. Evidence of continuous professional, management and leadership development.
3. A detailed knowledge and understanding of the main policies, issues and influences driving the modernisation and reshaping of local government generally and the service areas in particular.
4. A detailed knowledge of the principles and experience of people management, performance, risk and service management.
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6. An understanding of the role of the Deputy Monitoring Officer, and Monitoring Officer.
7. A detailed understanding of corporate governance issues and standards within the Local Authority context.
8. A detailed knowledge of the legal framework, legislation and regulations affecting Local Government.

Experience

Personal skills and general competencies

1. Ability to balance strategic leadership and direction with effective operational management.
2. Ability to foster an open, trusting and inclusive culture with the ability to lead change through others and inspire high levels of performance.
3. Ability to apply discretion and initiative in dealing with complex issues and decision-making.
4. Authoritative and influential with highly developed relationship management and networking skills, and the ability to foster joint working across services and with partners.
5. Naturally engaging with an ability to inspire and command respect, trust and confidence of colleagues, senior leaders, Elected Members and other stakeholders and partners.
6. Excellent negotiation and influencing skills, able to persuade others to alternative points of view.
7. Ability to adopt best practice and modern, innovative working practices, which enable the delivery of corporate priorities.
8. Customer oriented (internal and external facing), with well-developed networking and partnership skills, able to build relationships with a range of stakeholders.

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| <ol style="list-style-type: none"> 10. Experience of operating at a senior level within a legal service and of the political context within which local authorities operate. 11. Experience and successful track record of service delivery within a legal and democratic framework.. 12. Experience of managing service delivery, resources (including people, finances and budget management), performance and change within a large and diverse organisation. 13. Experience of handling a diverse range of tasks and priorities within a constantly changing, pressurised and politically sensitive environment. 14. Experience of successfully leading, managing and co-ordinating service functions involving: <ul style="list-style-type: none"> ▪ Corporate working. ▪ Political awareness, working with Councillors. ▪ Change management and leadership. ▪ Partnership working. ▪ Strategic planning and implementation. ▪ Resource management and leadership. ▪ Performance management and quality control. 15. Experience and understanding of project management and application of project management methodology and implementation of significant change. | <ol style="list-style-type: none"> 9. Ability to maintain a clear overview and understanding of the issues affecting the Council in general and the service in particular. 10. Political sensitivity with an ability to make progress in complex policy areas and a strong belief in the value of local democracy and accountability. |
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Role Dimensions

- Ensuring the proper governance and legal administration of the council to enable the organisation to provide excellent and inclusive services.
- Lead the development and implementation of necessary governance frameworks that protect the organisation and enable it to minimise risks and operate within and comply with all legal, constitutional and democratic requirements in achieving service and corporate priorities.
- Lead the development and implementation of the Monitoring Office, legal governance and information governance functions' strategies, plans, objectives, policies, systems and processes to deliver council priorities, ensuring they meet internal and external reporting requirements and comply with external legislative and regulatory frameworks.
- Work with Directorates to put proper governance/transparency at the heart of service design and decision making, removing barriers, and enabling staff to be innovative, collaborating with stakeholders across departmental and organisational boundaries to design

joined-up services that are efficient and effective with the core outcome of empowering residents and communities and improving outcomes.

- Annual Budget: £7.75m
- Total number of staff: 82 FTEs
- Direct reports 4 FTEs

Please attach a structure chart

Date January 2026