

Job Description and Person Specification

**Director of Law and
Governance (Monitoring
Officer)**

Job Title: Director of Law and Governance (Monitoring Officer)
Reference: CEDR2001
Service: Governance and Compliance
Grade: D3 – D1(a) (£100,993 - £119,532) (Spot Point - subject to experience)
Reports to: Chief Executive
Location: Delamere House, Crewe with travel to Macclesfield Town Hall and other locations within Cheshire East.
DBS: Yes - Basic

Your job

To be the Council's chief governance and compliance adviser for Cheshire East Council advising the Leader, Chief Executive, Corporate Leadership Team, and Executive and political groups.

To be the Council's Monitoring Officer with statutory responsibility under s.5 Director of Law and Governance (MO) of the Local Government and Housing Act 1989 and responsibility for the effective operation of the Councillors' Code of Conduct including decision taking on complaints and the Investigation and Disciplinary Committee process in relation to Protected Officers.

To provide operational and strategic leadership to the Council's:

- Legal Services;
- Democratic Services; and
- Audit and Risk – including Health and Safety, Corporate Insurance, and Information Rights.

Ensure sound democratic decision making, good and effective governance, and openness/access to information.

Our shared values

Here at Cheshire East Council, we have a clear set of values:

- **Drive:** striving for innovation, excellence and high performance.
- **Integrity:** acting ethically, being accountable and fostering trust.
- **Respect:** demonstrating empathy and appreciation for others, being inclusive.
- **Collaboration:** working and learning together with a focus on outcomes.

Co-produced with our staff, these values are critical to us achieving our vision as set out in the [Cheshire East Plan](#). It is important you take some time to understand our values and how you can bring these to life in your day-to-day work.

Further information on the values can also be found via the link [Our values](#).

In this job you will

1. You will be the chief governance and compliance adviser for Cheshire East Council advising the Leader, Chief Executive, Corporate Leadership Team, and Executive and political groups.
2. You will be the Council's Monitoring Officer with statutory responsibility under s.5 of the Local Government and Housing Act 1989 and responsibility for the effective operation of the Councillors' Code of Conduct including decision taking on complaints and the Investigation and Disciplinary Committee process in relation to Protected Officers.
3. You will provide operational and strategic leadership to the Council's Legal Services
4. You will provide operational and strategic leadership to the Council's Governance and Democratic Service
5. You will provide expert advice and support to the Chief Executive and to the Corporate Leadership Team, as well as to Cabinet and Elected Members, on their areas of personal accountability.
6. You will ensure sound democratic decision making, good and effective governance, and openness/access to information.
7. You will be responsible for setting and documenting service standards, in consultation with Elected Members and Principal Professional Advisors, which allow staff within the remit to be responsive to the needs and aspirations of council services, users, residents, Council owned companies and local businesses, within defined Borough-wide parameters.
8. You will ensure the design, implementation and maintenance of service structures, methods of delivery, operating procedures and "rules of engagement" (Legal Audit and Democratic Services) within the remit which define the required behaviours and best practice of managers and staff, and to ensure that agreed standards are met consistently.
9. You will be responsible for ensuring that services/functions within the remit are delivered within and to budget, and to set and manage appropriate financial and other controls, which enable decisions to be made directly and quickly at the frontline (within agreed delegated authority).
10. You will manage all aspects of service, teams and individual staff performance including use of resources, against agreed shared and personal targets.

11. You will actively seek opportunities to raise income, including selling services to other agencies or local authorities, and through the application of market-tested fees and charges, as well as by bidding successfully for or otherwise accessing sources of external funding.
12. You will be responsible for taking the primary responsibility for and be directly accountable for the performance and use of resources of a range of defined functions and activities, as the main (but not exclusive) area of focus of the role.
13. You will commission efficient and effective services/projects/initiatives, through a range of direct delivery, innovative partnerships, and commercial arrangements (including social enterprises).
14. You will actively review all services within the remit to ensure that they continue to be delivered in the most efficient and effective way, including outsourcing, co-sourcing, or insourcing for future delivery.
15. To be responsible for the maintenance/accuracy of the service establishment in UNIT4 and accountable for budgets associated.

Statutory Functions:

16. You will report formally on contraventions or likely contraventions of any enactment or rule of law.
17. You will be responsible for reporting on any maladministration or injustice, where the Ombudsman has carried out an investigation.
18. You will establish and maintain the Register of Members' interests, gifts, and hospitality.
19. You will receive copies of certificates under the Local Authorities (Contracts) Regulations 1997.
20. You will be responsible for promoting, supporting, and maintaining high standards of conduct by Elected Members and Officers, under the appropriate Codes of Conduct and ethical principles.
21. You will undertake the initial assessment of code of conduct complaints against members.
22. You will conduct investigations into misconduct by elected Members.

From time to time you may be asked to undertake work as may be determined by the Chief Executive and/or an Executive Director. This will be up to or at a level that is consistent with your job role. This supports our joint commitment in our employee deal to work together as one team and one council to deliver the best service for our customers and communities.

In this job you will need

You must be able to demonstrate the following essential requirements:

- A degree (or equivalent) level qualification relevant to the role
- Demonstrable knowledge of audit governance and compliance frameworks delivered through professionally qualified teams
- In depth and up to date knowledge of Local Government legislation and national and local developments affecting Local Authorities
- Evidence of formal post graduate management development
- Evidence of ongoing professional development

It is also essential to hold the following qualification:

- Qualified as a Solicitor or Barrister.

Artificial Intelligence (AI)

We embrace AI to enhance our operations and to innovate our services. However, we value human talent and are looking for passionate individuals to join our organisation. Please ensure you personally complete your application and read all the instructions carefully to maximise your chances of success.

Applications that rely too heavily on AI may be rejected during shortlisting, however we understand that AI may be used as a reasonable adjustment, if using AI to support your application, please give a brief explanation why to help ensure fair selection process.