

Find yourself in Hackney



Post title:	Director Legal, Democratic and Electoral Services & Monitoring Officer
Grade:	CO2
Location:	London Borough of Hackney
Responsible to:	Chief Executive

PURPOSE OF THE JOB

1. As a Chief Officer, you will be responsible for the successful delivery of the Mayor's priorities, Council's corporate objectives, and the business objectives of your designated services.
2. To provide effective leadership and management that will contribute to the continuous improvement of the Council.
3. To actively contribute to Council-wide and Directorate initiatives that will achieve and implement the Mayor's priorities and corporate objectives.

SERVICE SPECIFIC ACCOUNTABILITIES

As the Director, you will have direct responsibility for the leadership and management of the following services and functions:

- Monitoring Officer function
- Legal Services
- Legal advice to Council, Members and Officers
- Democratic / Member Services
- Elections
- Electoral Registrations
- Mayors Office

Indicative budget: £9.4 million

Indicative staffing: 87.65 FTE (excluding agency staff)

Professional and Technical Responsibilities

- This post is designated as the Council's Monitoring Officer as described under Section 5 of the Local Government and Housing Act 1989.
- To perform the functions of Deputy Electoral Registration Officer responsible for the electoral registration service and to perform the functions of the Deputy Returning Officer and the management of all elections for which the Council has responsibility.

CORPORATE ACCOUNTABILITIES

- Actively contribute to the leadership and management of the Council that will promote a one organisation approach.
- Responsible for the division's budget, making sure it is effectively controlled within the cash limits available and that services delivered or purchased represent value for money.
- Apply the Council's agreed project management process to deliver programmes and projects with successful outcomes, on-time and within budget
- Drive the implementation of consistently high quality service standards, ensuring benchmarks for service development and customer service standards have been established and that performance is effectively monitored and continuously improved.
- Ensure there is effective integration of related services within the Directorate and across the Council and that the contribution of partnership organisations and contractors are appropriately harnessed.
- Ensure that staff are supported and developed to manage their careers successfully and to enable and empower them to deliver improved outcomes for Hackney residents.
- Develop and maintain positive partnerships with elected Members to ensure the Council's and Directorate's strategic priorities are effectively implemented and to support Members to undertake their strategic monitoring role.
- To promote sustainability in the management of the Directorate, including encouraging a culture of innovation and accountability amongst staff towards sustainability, embedding sustainability in strategic policies, the management of physical resources and the delivery of services.
- To manage services in a manner that promotes equality of opportunity within teams, the delivery of non-discriminatory services and the inclusion of disadvantaged groups.
- Work outside of normal office hours, including attendance at evening meetings or committees, for which no additional payment will be given.
- A separate, non - pensionable all-inclusive fee is payable for undertaking the Senior Deputy Returning Officer duties, which is set by the Returning Officer. There will be no further payment for additional hours.
- To ensure emergency planning and business contingency arrangements are in place and to be part of the emergency planning senior management GOLD rota.

PERSON SPECIFICATION

POST TITLE: Director Legal, Democratic and Electoral Services
GRADE/SALARY: CO2
RESPONSIBLE TO: Chief Executive

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential Qualifications and Technical Experience:

- Possess the necessary qualifications and experience to carry out the functions associated with the post.
- Relevant law degree.

Leadership and Management:

- Experience of working as a Member of a management team.
- Knowledge of leading and managing organisation and cultural change programmes.
- Track record of providing strong and effective leadership setting vision and direction to teams and individuals, and inspiring others to take the vision forward to achieve business and service improvements.

Communication and Relationship Management:

- Personal and professional demeanour that will inspire the confidence of fellow Chief Officers and employees.
- Experience of establishing and developing relationships with key stakeholders and creating influential networks.
- Experience of working in a political environment, building positive relationships with politicians, generating mutual confidence and respect.
- Ability to communicate authoritatively and appropriately in verbal and written form with a wide range of stakeholders at all levels.

Resource Management:

- Experience of effectively dealing with poor performance or unprofessional conduct.
- Experience of managing large budgets to balance service needs organisational priorities.

General:

- Able to demonstrate commitment to the Council's vision for a better Hackney with the ability to model behaviours explicit in the Council's core values and organisations beliefs.
- Able to demonstrate a customer focused approach to the management of services within the Directorate and across the Council.
- Understanding of the effects of discrimination and exclusion with the ability to promote inclusion and equality of opportunity.
- Detailed understanding of the challenges posed for the provision of quality public services in a multi-cultural inner city area.
- Understanding of local government, the current and future issues to be faced as well as the financial, legal and political context of public sector management.

NB: All employees are expected to adhere to the Council's Diversity & Equality and Health and Safety Policies.