



ARUN DISTRICT COUNCIL

JOB DESCRIPTION

HEAD OF COUNCIL ADVICE & MONITORING ROLE

GRADE GH03

The Group Head of Council Advice & Monitoring Role will be part of the Council's Senior Management Team (SMT). The post will play a part in the delivery of the Council's vision, values and objectives. The grade reflects the level at which this Group Head is required to work in terms of their corporate strategic contribution and the range/size of departments they are responsible for.

JOB PURPOSE

- 1 To work under the leadership of the Chief Executive and Corporate Management Team to develop and deliver the Council's vision, values and objectives as they relate to the Council Advice & Monitoring Group.
- 2 To develop and motivate staff within the Council Advice & Monitoring Group, helping to build an open and supportive culture which shows staff are valued as an asset, with particular reference to:
 - Individual and supportive performance appraisal and personal development
 - Performance against the Corporate Plan and Service Delivery Plans
 - Ensuring high quality service delivery and take appropriate action where necessary.
- 3 To assist on, and on occasion, lead such corporate projects as the Chief Executive, Director and/or Council may from time to time determine.
- 4 To ensure that all work of the service area meets equal opportunities requirements within the statutory framework and which reflect the Council's vision and core values.



MAIN DUTIES

- 1 Through the Council Advice & Monitoring Group, to make the required contribution to the development and implementation of the Council's corporate priorities through preparation of an annual Service Delivery Plan, consistent with the delivery of the Arun Priorities under the direction of the Chief Executive and/or Director.
- 2 To be responsible for the current and future effective utilisation of the Council's assets and resources for the Council Advice & Monitoring Group, including setting and managing budgets.
- 3 To advise the Council and Corporate Management Team on service-related policies falling within the responsibility of the post-holder, providing Member advice and support as appropriate.
- 4 To manage changing priorities and deadlines.
- 5 To identify and advise on customer demand working with the Chief Executive/Director to transform service delivery.
- 6 To attend and provide support to Members, as required, at appropriate Council, Cabinet, Committee and Working Group Meetings.
- 7 To monitor and manage performance, with the assistance of other managers within the Council Advice & Monitoring Group, moving swiftly to solve problems.
- 8 To develop close links with other service groups relevant to the services managed and to work collaboratively to improve service delivery through a cross-cutting approach.
- 9 To initiate and develop links and partnerships with other local authorities, central government, local businesses, and public and voluntary sector organisations relevant to the Council Advice & Monitoring Group to enable effective benchmarking of our performance compared with others.
- 10 To attend (and possibly present at) out of hours meetings, as required and directed by the Chief Executive.



DUTIES SPECIFIC TO ROLE

The portfolio of services will, initially, include the following: -

- Standards
 - Legal advice to the Council in relation to the areas the post is responsible for
 - Monitoring Officer
 - Nominated Data Protection Officer
 - Information Management & Support
 - Data protection
 - FOI
 - Customers of concern
 - Official complaints
 - Committee Services
1. As the Council's nominated Data Protection Officer, the post has responsibility for monitoring compliance with the GDPR and other data protection laws, our data protection policies, awareness-raising, training, and audits.
 2. To undertake the role of the Council's Monitoring Officer under the provisions of section 5 of the Local Government and Housing Act 1989, as amended by paragraph 24 of schedule 5 of the Local Government Act 2000, including handling complaints about Councillors and the preparation of reports to any relevant Committee.
 3. To keep the Council's Constitution under review, updating and amending it through proper legal process after having consulted appropriately with all relevant stakeholders.
 4. Ensure the Council acts within its agreed Constitution and prepare reports to Council or Committees pertaining thereto. Ensure the provision of accurate and timely legal advice to the Council, its committees and internal officers. Instruct Counsel or external Solicitors where appropriate.

SPECIAL CONDITIONS

Duties will include attendance at evening meetings and/or work outside normal office hours.

This is a politically restricted post.



This job description aims to cover the main areas of work relating to this post but is not exhaustive and the post holder may be required to carry out other appropriate duties appropriate to the role of a Head of Group, Data Protection Officer and Monitoring Officer. He/she will be expected to work on his / her own initiative in establishing good relationships with Councillors and Officers, under the general overview of the Chief Executive.

July 2020