

Role Description

Role Title: Lead Specialist – Legal and Monitoring Officer

Location: Yeovil/Agile

Job Family: Specialist

Grade: 12

Main purpose

To carry out all roles and functions required in order to discharge responsibility under Section 5 of the Local Government and Housing Act 1989 with regards to the role of Monitoring Officer.

Act in conjunction with the S151 Officer (as appropriate) as the Council's key adviser to the Senior Leadership Team, elected Members and external partners promoting the work of the Council and its reputation within their specialist area.

Expert knowledge of specific specialist area (Legal) - accountability and responsibility for all processes, procedures and work standards within the specialist area

Key tasks

- To deliver a technical, professional service with high standards of advice and support and resolving issues of varying complexity as they arise.
- Ensure compliance with statutory regulations, legislation, professional codes of practice and adherence to Council policy - accountable for professional standards of your role across the organisation
- Deliver projects, interventions and initiatives and develop policies (together with the Strategy & Commissioning team) in-line with corporate and business plans.
- Deliver focused specialist legal advice, keeping up to date with current and emerging legislation, best practice and policy to ensure continuous development and improvement.
- Support, guide and advise the legal Specialists, and the Case Officers, to ensure they are able to deliver the function.
- Specify and manage projects and contracts that deliver community and corporate objectives.
- Prepare and present reports to Council committees and other internal and external meetings.
- Ensure personal, professional development is maintained to the required standards.
- Contribute to reduced demand by building prevention and enabling into daily work and providing specialist advice to the organisation.
- Provide technical mentoring and support, encourage transfer of specialist knowledge, share best practice, new legislation and associated changes to processes.



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- Guide, advise and mentor other specialists in the professional area.
- Provide technical leadership on strategic programmes.
- Promote equality of opportunity in all aspects of the role in line with corporate policies, training and procedures.
- Promote a culture that is supportive of the Council's purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
- Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Council's activities.
- Fulfil the role of Strategic Duty Officer as required, to deal with incidents, emergencies or other urgent matters both within the council and in the wider district and participate in the Council's Emergency Planning and Civil Contingency arrangements including but not exclusively co-ordinating or being part of a team co-ordinating the Council's response, managing rest centres, managing volunteers and organisations' response.

Personal Specification

Lead Specialist – Legal and Monitoring Officer

Professional and educational qualifications

Specialism	Unique Qualifications by specialism
Legal	Qualified solicitor

Desirable:

- Membership of relevant professional body

Experience

Essential	Desirable
Professional competence / expertise and proven experience in Law	Experience of working for a local authority
Experience of working with Elected Members	Experience of governance in local authority in relation to commercial models
Track record of achievement in the relevant specialism(s)	Working in a matrix environment where cross team and corporate working are essential
Policy formulation and development	Partnership working
Responsibility for planning and delivering projects/ programmes	
Experience in dealing with residents/citizens and stakeholders	
Preparation and presentation of reports	
Track record of mentoring, motivating and inspiring staff	

Key Skills

Essential	Desirable
Proactive with commitment to provision of excellent customer service	Project and/ or change management
Ability to prioritise, meet deadlines and work effectively under pressure	Able to exploit the use of new technology
Negotiation	
Good communication skills both written and verbal to include report writing, presentation and influencing skills	Investigative skills
Verbal reasoning	Able to work with teams across an organisation to improve services
Decision making and problem solving	

Committed to high standards of performance and quality	
Team working and mentoring	
Microsoft Office	
Flexible and resourceful	
Proficient in relevant IT applications	

Knowledge

Essential	Desirable
An in depth knowledge of legal working practices and methodologies	Good knowledge of terminology and acronyms used within local government
Up to date working knowledge of legislative frameworks and developments within the specialism	Contracts and procurement methods and practices
Broad knowledge of the Council systems and services	
Understanding of customer focus and expectations and the context	
Equalities policy and procedures	
Project and change management	
Performance appraisal	