



Job description and employee specification

Job title:	Corporate (Monitoring) Officer	Location:	Coleford
Reports to:	Head of Paid Service	Working hours:	Full-time
Job number:	TBC	Salary Range:	Up to £59,595 annum
Supervises:	None		
Purpose:	To be the Council's Monitoring Officer, attending various meetings of the Council and being a member of the Local Leadership Team. The post holder will contribute towards the development and implementation of legally sound policies and plans which ensure the Council continually improves upon its performance and sets and attains realistic corporate goals and achievements within its legal powers		
Key responsibilities:	<ul style="list-style-type: none"> Advise and assist the Head of Paid Service, the Leader, Cabinet and the Council on the development of the Council's strategic direction, including ensuring the legality of decisions, preparation of Statutory plans and the preparation of budgets and service delivery plans. Undertake the role of the Council's Monitoring Officer under the provisions of section 5 of the Local Government and Housing Act 1989, including handling complaints about Councillors (District and Town and Parish Council) and the preparation of reports to any relevant Committee. Receive complaints and arrange for investigations and administer alternative action as appropriate such as Mediation or training. To support the Head of Paid Service and the Chief Finance Officer as part of the retained officer core in the commissioning of services for the Council and monitoring the performance of key service contracts including with the Council's service delivery company Publica and the shared legal service. Take a specific lead on member development <p>This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.</p> <p>General Accountabilities</p> <ul style="list-style-type: none"> Working to add value to, and be a valued member of the team. The post holder is responsible for maintaining a safe working environment and ensuring as reasonably practicable that safe working practices are adopted by employees within this work environment Work in compliance with the Codes of Conduct, Regulations and policies of the Council Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information; To monitor and review commissioned service provision to ensure that the Council receives appropriate levels of service delivery in accordance with agreed specifications and partnership agreements. 		
Essential requirements, qualifications, skills and abilities:	<p>Qualifications</p> <ul style="list-style-type: none"> Qualified Solicitor or Barrister with relevant Practising Certificate/License with extensive post qualification experience or other local government or related professional with substantial governance experience 		

	<p>Experience</p> <ul style="list-style-type: none"> • Experience of advising Cabinet, senior Members and senior Officers on constitutional and/or complex legal and governance issues • Experience of influencing diverse teams across a multifunctional organisation • Experience of developing strategies and policies relating to relevant areas of governance • Preparation and presentation of reports • Knowledge of commissioning services and working in a shared service environment <p>Skills</p> <ul style="list-style-type: none"> • Good level of IT skills - MS Office - and for chairing and participating in virtual meetings • Communicates effectively at all levels (excellent verbal reasoning and written skills) • Achieves results through others • Is customer focussed, responsive, and co-operative with customers • Is proactive/self-motivated • Ability to prioritise, meet deadlines and work effectively under pressure • Is flexible and resourceful • Works positively to resolve problems and implement change initiatives • Political awareness <p>Other</p> <ul style="list-style-type: none"> • Ability to maintain confidentiality in accordance with Data Protection • Broad knowledge of Council procedures 	
Desirable requirements qualifications, skills and abilities:	<ul style="list-style-type: none"> • 3 years PQE at a senior level • Experience of governance in a local authority • Investigative skills 	
Special conditions:	<ul style="list-style-type: none"> • There may be a requirement to work at other Partner locations to meet the needs of the Council. • Expected to work reasonable additional hours in line with the needs of the service • Duties will include attendance at evening meetings and/or work outside normal office hours. • You will need use of a car for work purposes 	
Date of Issue:	February 2020	
Date reviewed:	March 2021	
Reviewed by	Name: Peter Williams	Job title: Head of Paid Service