

POST OF LEGAL ADMIN & DEMOCRATIC SERVICES MANAGER	Grade G
<p>Job Purpose Reporting to the Executive Director (Organisation) to manage the:</p> <ul style="list-style-type: none"> ○ Democratic service function ○ Mayor's office ○ Executive Personal Assistant ○ RTB/Land Charge function ○ provision of committee services to elected members <ul style="list-style-type: none"> • To act as the administrator for the supply of legal services to the Council delivered through the shared service • To monitor SLA's in terms of the legal shared service and areas of functional responsibilities raising concerns/failures immediately with the Executive Director Organisation • To ensure that all functions within the team are run in an effective, efficient and economic manner • To ensure that services are developed and performed in accordance with the outcomes and standards/service level agreements established through the council's and/or other partners • To transform and develop all managed services (as mentioned above) to ensure delivery of agreed standards • Ensure that council committees and working parties are advised on correct procedures, relevant legislation and interpretation of standing orders (taking legal advice where required) • To develop a detailed knowledge of local government administrative law. • To monitor and improve understanding of the democratic functioning of the council 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of administering budgets and achieving value for money • Experience of organising large scale civic events • Experience of managing a team • Experience of setting clear standards for performance and quality of work • Experience of working in a confidential environment • Experience of leading a team to deliver high standards to tight timescales
<p>Functional Responsibilities To line manage the Legal Admin and Democratic Services team including:</p> <ul style="list-style-type: none"> • Legal • Right to Buy 	<p>Skills and Abilities</p> <ul style="list-style-type: none"> • Excellent organisational and interpersonal skills • Ability to: <ul style="list-style-type: none"> ○ review and evaluate results against service standards / service

<ul style="list-style-type: none"> • Land Charges • Member Services • Committee Administration • Civic Support • Executive PA Support • To work closely with the Elections Manager to ensure delivery of the election process by providing support as agreed • To represent the Council at events as required • To undertake all corporate requirements on health and safety, equality and diversity, FOI, GDPR, risk management, financial regulations and information security 	<p>level agreements and to take decisive action to ensure that outcomes are achieved</p> <ul style="list-style-type: none"> ○ create a climate where employees are involved, empowered and committed ○ work equally well with and communicate with members, customers, internal colleagues and external providers/partners/stakeholders ○ manage and co-ordinate the work of small multi-functional team ○ work on own initiative, problem solve and to be able to accept responsibility ○ review and transform services so as to improve service delivery ○ build effective working relationships with a diversity of individuals and groups ○ communicate effectively, both orally and in writing; ○ inspire confidence ○ demonstrate resilience and stay effective in stressful conditions ○ exercise political awareness ○ demonstrate first class administrative skills
<p>Strategic Outcomes</p> <p>This post supports the achievement of all strategic priorities and contributes to the wider transformation agenda</p>	<p>Attributes</p> <ul style="list-style-type: none"> • Pragmatic and creative approach to service design and business development. • Passion for delivering excellent customer service • Personal credibility with a high degree of integrity • Resilient and resourceful in the face of conflict and uncertainty • Commands the confidence of members, staff and partners
<p>Knowledge</p> <ul style="list-style-type: none"> • Up to date knowledge of statutory and legislative framework for the 	<p>Additional Duties</p> <p>Any other reasonable duties commensurate with the grade and general nature of the post</p>

areas of responsibility

- Knowledges of developments in functional areas
- Knowledge of committee system administration
- Knowledge of protocols and etiquette for civic functions

This page is intentionally left blank