



ROLE PROFILE

Role title:	Director of Legal and Governance (Monitoring Officer)
Reports to:	Chief Executive & Executive Director Resources
Accountable for:	Legal, Governance, Democratic Service and Monitoring Officer
Salary Range:	£102,146 – £122,001

Working for our organisation

The Combined Authority was established in 2017 with a vision to make Cambridge & Peterborough the leading place in the world to learn, live and work. We are committed to our values of leading with **compassion**, working **cooperatively**, and serving our **community**.

We have six keys to deliver sustainable growth which underpin our [overall work programme](#) which are anchored in the Devolution Deal and a refreshed operating model which will deliver against the following principles:

- Relentless focus on performance, accountability and transparency
- Evidence based and value driven
- Future facing, enabling us to shape and harness opportunity
- Recognises corporate skills and expert specialisms
- Whole system approach to delivery
- Culture which enables our people to aspire, thrive and flourish
- Consistent, visible leadership
- Proactive, collaborative approach to partnership working

This role is an integral part of the organisation and through authentic, strong and visible leadership will deliver against the above.

The key areas of responsibility will include Legal, Democratic Services and Governance and Procurement. The postholder will work closely with the Chief Executive Officer in relation to organisations governance arrangements and compliance with legislation.

Our overall work programme is ambitious and focused on the future to deliver tangible, sustainable and lasting change for our communities within a robust governance framework.

Main accountabilities of the role

Specific

- Provide leadership and direction overseeing the full range of legal, governance and compliance core functions including regulatory, property and contract law, compliance oversight, external and internal governance and information governance.
- Act as the most senior legal advisor to support the Combined Authority, the Mayor and the Deputy Mayors and Head of Paid Service and S73 officer. Identifying areas of risk and liability and advising on solution focussed strategies in order to deliver the Combined Authorities priorities.



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- Lead on the procurement framework, constitution, advice and best practice as part of improvement plans on governance, supported by the Executive Director Resources.
- Ensure the effective administration of member level decision making processes and ensure that members are appropriately supported in fulfilling their responsibilities, supported by the Executive Director Resources.
- To support the Chief Executive and other Executive Directors to deliver the aspirations and outcomes contained within the CA corporate plan and associated strategies.
- Develop the legal model, ensuring the timely provision of high quality legal and governance services to facilitate the delivery of projects and programmes in accordance with all legal and regulatory requirements.
- Discharge the statutory duties of the Monitoring Officer functions via the leadership and delivery of all functions associated with the role, ensuring the Combined Authority fulfils its lawful obligations and statutory duties in accordance with the Combined Authorities constitution.
- Discharge the functions delegated to the Asst Chief Executive Officer Legal Governance and Monitoring Officer in the Constitution including the institution, conduct or defence of any legal proceedings or disputes.
- Shape and deliver the objectives of the service to support the Combined Authority in achieving its vision.
- Take a proactive corporate role in the leadership of the organisation, including participation and delivery as part of the Resource and Performance Management Team and the Corporate Management Team.
- Promote partnership working across the organisation and demonstrate the CIVIL (Collaboration, Integrity, Visionary, Innovation and Leadership) values and behaviours at all times.
- Influence, develop and motivate your team, taking a positive approach to their development at all times.
- Ensure the processes around data protection and GDPR meet statutory requirements and are embedded across the organisation.
- Ensure procurement advice, solutions and guidance to members/officers in accordance with the Constitution, procurement framework and relevant legislation/best practice.

Corporate

- Provide strategic and timely advice and support to the Mayor and the Combined Authority Board (including the Deputy Mayor).
- Responsible as a member of the senior leadership team for consistent and visible leadership across the organisation, creating an environment where teams can aspire, flourish, thrive and perform.



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- Ensure the Combined Authority's legal, policy, people, financial and systems functions are fit for purpose and meet all statutory requirements and enabling the Combined Authority to operate effectively and efficiently. Including adherence to the Combined Authority's Assurance Framework across all activities and programmes.
- To facilitate the identification and compliance with EDI improvements/changes across all services and service delivery, giving due regard to the requirements of the Public Sector Equality Duty when carrying out duties and functions/activities.
- Ensure delivery of quality, consistent, compliant and value for money services.

Leading people

- Provide visible leadership to the legal, Governance and Procurement Teams.
- Create a positive and supportive learning and working environment through delegation, mentoring, and coaching of staff and promote a culture of collaboration by sharing knowledge and resources within the organisation.
- Support the development of individuals and teams to develop career pathways, ensuring a talent pipeline for the organisation.
- Create the right working environment for your team with a solid work ethic of working towards achievement of our vision.
- Develop and demonstrate a strong performance management culture, ensuring that people are accountable for the delivery of results.
- Promote an understanding of and adherence to the Combined Authority's values by modelling appropriate behaviours and creating a corporate, collaborative and supportive environment that encourages and recognises those values.
- Ensure appropriate communication channels are in place and effective between you and your direct reports.

Portfolio of services

- Member services
- Governance
- Procurement
- Legal

This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties as directed by the Chief Executive that are commensurate with the level of the post. This document will also be supplemented by annual key objectives which will be set through the performance review process.

PERSON SPECIFICATION

Part one

Knowledge, experience and qualifications

- Educated or experienced to master degree/post graduate professional qualification level with supporting management training or equivalent experience
- Qualified Solicitor or Barrister
- Extensive experience of successful performing in a similar role including the provision of legal and governance services in a high profile political environment
- Significant experience of applying the law in a Local Authority setting
- Demonstrates a commitment to equality, diversity and inclusion at all times
- Substantial experience of operating in a senior leadership role responsible for a portfolio of services/teams
- Proven leadership and people management experience of developing high performance teams and adapting leadership style required in order for the individual and team to thrive and flourish
- Sound understanding of the corporate decision making, constitutional and legal/governance environment in which the Combined Authority operates
- Experience of making compelling presentations and written reports for a range of audiences
- Strong political awareness and sensitivity combined with experience of providing direct advice to officers and members of a board on a range of complex issues both verbally and in writing
- Evidence of commitment to continuous professional and personal development

Part two

Skills, abilities and behaviours

- Confident communicator, able to discuss broad and complex issues with a wide range of partners/stakeholders using appropriate skills such as engagement, influencing, shaping, persuasion and negotiating
- Able to develop effective working relationships and partnerships and drive consensus in a respectful and consistent way that builds trust and values the contributions of others

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- Well-developed strategic and critical thinking combined with sound and timely decision making and leadership judgement
- Agile, resilient with the ability to prioritise competing demands/deadlines and the determination to deliver
- Ability to:
 - work collaboratively as part of a cohesive leadership team ensuring open and effective communication
 - interpret, analyse, monitor and track information and progress and use judgement and evidence based decision making to create solutions and opportunities
 - able to communicate insights derived from the analyse of data/information to a range of audiences
 - Competent in all areas of the law and the democratic process and to be able to provide clear professional advice where legal and professional standards are not met

Part three

Special requirements

- Able to work flexibly to fulfil the requirements of the role
- Able to attend meetings inside and outside of the region
- This is a politically restricted post as designated under the LGHA and any subsequent amendments