

## Head of Legal and Democratic Services (Monitoring Officer)



Join us at the Vale of Glamorgan Council, where our core values of Openness, Togetherness, Pride, and Ambition shape our mission to evolve and enhance our services for the diverse community we serve. As the Head of Legal and Democratic Services, you will lead with ambition, setting high standards and exploring innovative approaches to legal practice and governance.

### The Role:

Proudly serving our communities, you will uphold the highest standards of governance, ethics, and professionalism. Celebrating achievements and fostering a culture of recognition and pride within the Legal and Democratic Services teams. Your responsibilities will include fulfilling statutory duties as the Monitoring Officer, providing expert legal advice, engaging with stakeholders, and ensuring operational excellence across a broad spectrum of legal matters.

This is an opportunity to lead and inspire, being a member of the strategic leadership of the Council and shaping its culture of performance and innovation. If you are a seasoned legal professional committed to public service and driven by a desire to make a meaningful impact, we invite you to join us on this exciting journey of transformation and progress.

Interviews will take place on 8th April 2024





## About the Vale of Glamorgan Council

**Welcome to the Vale of Glamorgan Council, a place where you can experience the perfect blend of a fulfilling work-life balance and a vibrant community. At the Vale of Glamorgan Council, we offer a rewarding work environment that aligns with our vision, culture, and values, while the county itself provides a backdrop of natural beauty, cultural heritage, and a strong sense of belonging.**

Nestled amidst the breathtaking landscapes of South Wales, here, you'll find not just a workplace, but a community committed to excellence in governance and the protection of democratic principles.

At the Vale of Glamorgan Council, we recognise the critical role of legal and democratic services in building strong, resilient communities with a bright future. From safeguarding the rights of our residents to ensuring transparent decision-making processes, our commitment to these services is unwavering.

Our success as one of Wales' top-performing local authorities is underpinned by our dedication to innovation and transformation. We embrace resourcefulness and collaboration to address the diverse needs and concerns of our communities, guided by a steadfast commitment to the law and democratic values.

With a population exceeding 130,000 residents, the Vale of Glamorgan Council plays a pivotal role in shaping the lives of our citizens. Whether it's providing legal counsel or facilitating democratic engagement, our impact resonates throughout every corner of our county.

As an organisation, we are driven by a clear vision outlined in our Corporate Plan for 2020-2025. Within this framework, this role strives to deliver legal and democratic services that not only meet the needs of our communities but also contribute to their overall well-being. Through our Well-being Objectives, we are committed to fostering inclusive governance, supporting sustainable economic growth, and preserving the environmental integrity of our region.

As a public body, we take the long-term impact of our decisions seriously. We constantly consider how our actions will shape the future, ensuring the well-being of future generations. Our Well-being Objectives harmoniously complement one another, creating a synergy that propels us toward a brighter, more prosperous future for all.



## Our Values



# Embracing Openness, Ambition, Togetherness, and Pride: Our Core Values at Vale of Glamorgan Council

At the Vale of Glamorgan Council, our values are not just words on a page—they are the pillars that guide our actions, decisions, and interactions. We wholeheartedly believe in being Open, Ambitious, Together, and Proud, and we embody these values in everything we do.

### OPEN:

We foster an environment of transparency and accessibility. We believe in open communication, where ideas and information flow freely. We encourage dialogue, active listening, and constructive feedback. By being open, we create a culture that values diverse perspectives and promotes collaboration, ensuring that everyone's voice is heard.

### AMBITIOUS:

We are forward thinking and seek to embrace new ways of working with our colleagues, partners, residents, and those who do business in the Vale of Glamorgan. We invest in our future, whether that is the skills of our workforce, the assets that we utilise or our relationships with others. We value the trust placed in us by our community and are ambitious to delivery excellence in all that we do on their behalf.

### TOGETHER:

Collaboration is the cornerstone of our success. We believe that by working together, we achieve more. We foster a culture of teamwork, where individuals across departments and disciplines come together to tackle challenges, share knowledge, and leverage their collective strengths. This is especially important in Corporate Resources. We actively seek opportunities to collaborate with every part of the Council, including importantly with our schools, with our community, partners, and stakeholders, recognising that together, we can make a greater impact.

### PROUD:

We take immense pride in serving the Vale of Glamorgan and its residents. We are proud of our achievements, the positive impact we make, and the dedication of our team. We celebrate our successes, both big and small, and recognise the efforts of our staff in delivering exceptional services. Our pride stems from our commitment to excellence, our contribution to the community, and our unwavering dedication to making a difference.

By embracing our values of Open, Ambitious, Together, and Proud, we cultivate a work environment that fosters trust, collaboration, and a sense of belonging. These values are not just for internal interactions — they extend to how we engage with everyone we work with. We are committed to upholding these values in all aspects of our work, ensuring that we build strong relationships based on integrity, respect, and shared achievements.

## Our Future Plans



### **Transforming to be the organisation our residents and colleagues need us to be by 2030: Join us as Head of Legal and Democratic Services (Monitoring Officer).**

We are embarking on the next phase of our transformation with an eye on the future and what this means for our Council and importantly the role we have in delivering strong communities with a bright future.

This post is a key one for the Council and will ensure that our future transformation programme, Reshaping, is effective in delivering Strong Communities with a Bright Future and that our work is underpinned by strong governance. As Head of Legal and Democratic Services you will work as part of the Corporate Resources Directorate Leadership Team to drive new ways of working and provide expert legal advice on creative and innovative approaches to service delivery. We have recently embarked on the development of our new Corporate Plan for 2025-2030 and this role offers the perfect opportunity to influence the future of public services in Wales.

As a key member of the Council's Strategic Leadership Team in the role of Monitoring Officer you will report directly to the Chief Executive and provide advice and guidance to all Elected Members.

#### **The Corporate Resources Team**

The Council has strong foundations upon which to build our next phase of change and this role is a key one in the Corporate Resources Leadership Team who collectively are responsible for managing excellent corporate services and enabling transformational activity for the whole of the organisation.

Our Team is made up of:

- Tom Bowring – Director of Corporate Resources
- Matt Bowmer – Head of Finance/ Section 151 Officer
- Tracy Dickinson – Head of HR & Organisational Development
- Nickki Johns – Head of Digital
- Rob Jones – Operational Manager Communications, Participation, Equalities & Directorate Development
- Helen Moses - Operational Manager Corporate Strategy & Insight
- Head of Legal & Democratic Services

We're embracing a new target operating model based around our four service areas and enabled by the strategic advisory groups to deliver our services and shape the Council of the future. Legal and Democratic Services comprises:

- **Legal Services** – these teams are responsible for providing expert legal advice in all related areas of law including property, litigation, information governance and social services. The teams partner with colleagues across the organisation to provide timely and efficient legal support.
- **Democratic Services** – these teams provide democratic support to elected members, including the provision of first-rate Cabinet and Committee support. The Registration service is also based within Democratic Services being responsible for the registration of births, deaths and marriages.

We would love to hear from you if you'd like to discuss this opportunity in more detail and look forward to receiving your application.

*Rob Thomas, Chief Executive*

*Tom Bowring, Director of Corporate Resources*



# Head of Legal & Democratic Services (Monitoring Officer)

## Role Profile



<b>Job Title</b>	Head of Legal and Democratic Services
<b>Post Reference</b>	X-LGLG100
<b>Grade</b>	Head of Service
<b>Directorate</b>	Corporate Resources
<b>Location</b>	Civic Offices, Barry and remote working
<b>Responsible to</b>	Director of Corporate Resources (Head of Legal and Democratic Services) Chief Executive (Statutory Monitoring Officer duties)
<b>Responsible for</b>	Legal Services Democratic Services

**Role Overview** At the Vale of Glamorgan Council, we are dedicated to creating a culture that embodies our fundamental principles of Openness, Togetherness, Pride, and Ambition. We are on a mission to evolve and enhance the way we serve our diverse community, ensuring an equitable and prosperous environment for all our residents.

We are currently searching for an accomplished and proactive leader for the role of Head of Legal and Democratic Services, who will also fulfil the essential function of the statutory Monitoring Officer. This role is pivotal in providing strategic oversight and upholding statutory compliance. The ideal candidate will be a seasoned legal expert committed to public service and driving transformation in line with our values.

Our Values	Behaviour	What it means to us
<b>AMBITIOUS</b>	Forward thinking, embracing new ways of working and investing in our future.	<ul style="list-style-type: none"> <li>As the Head of Legal and Democratic Services, you will demonstrate a forward-thinking mindset by exploring innovative approaches.</li> <li>Set high standards for the Legal and Democratic Services teams, fostering a culture of excellence in service delivery.</li> <li>Seek opportunities for growth and development within the legal and democratic framework, ensuring alignment with our strategic goals.</li> </ul>
<b>OPEN</b>	Open to different ideas and being accountable for the decisions we take.	<ul style="list-style-type: none"> <li>Foster clear communication internally and externally as the Head of Legal and Democratic Services.</li> <li>Actively listen, value diverse perspectives, and create an environment where ideas flow freely.</li> </ul>



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## Role Profile (continued)

<p><b>TOGETHER</b></p>	<p><b>Behaviour</b> Working together as a team that engages with our customers and partners, respects diversity and is committed to quality services.</p>	<p><b>What it means to us</b></p> <ul style="list-style-type: none"> <li>● Encourage collaboration and teamwork within the Legal and Democratic Services teams.</li> <li>● Build strong relationships with colleagues, elected members, stakeholders, and partners.</li> <li>● Foster partnerships and alliances to enhance the effectiveness of legal and democratic processes.</li> </ul>
<p><b>PROUD</b></p>	<p>Proud to serve our communities and to be part of the Vale of Glamorgan Council.</p>	<ul style="list-style-type: none"> <li>● Uphold the highest standards of governance, ethics, and professionalism.</li> <li>● Take pride in delivering high-quality legal and democratic services that meet the needs of the community and uphold the reputation of the Local Authority.</li> <li>● Celebrate achievements and contributions, fostering a culture of pride and recognition within the Legal and Democratic Services Teams.</li> </ul>

### JOB DESCRIPTION

As the Head of Legal and Democratic Services, you will:

#### Statutory and Legal Obligations:

- Fulfil the statutory duties of the Monitoring Officer, including monitoring compliance with statutory requirements, advising on matters of governance, and promoting ethical conduct and transparency within the Council. **(pursuant to section 5 of the Local Government and Housing Act 1989)**
- Provide expert legal advice and guidance to the Council, ensuring compliance with relevant legislation, and managing legal risks effectively.
- Establish and maintain solid governance foundations, ensuring compliance with legal and regulatory obligations, and fostering good governance practices throughout the Council.

#### Stakeholder Engagement:

- Build and maintain effective relationships with elected members, senior executives, external legal advisors, regulatory bodies, and other stakeholders, promoting transparency, accountability, and trust.
- Act as a key point of contact for external agencies, representing the Local Authority's interests and advocating for positive change within the community.
- Collaborate with internal and external stakeholders to drive positive change and enhance service delivery, including working closely with members, peers, and partner organisations.



## Head of Legal & Democratic Services (Monitoring Officer)

### Role Profile (continued)

#### Operational Excellence:

- Deliver high-quality legal advice and support across a broad spectrum of areas, including but not limited to contracts, procurement, employment law, and litigation, to elected members, senior management, and operational teams across the organisation.
- Act as a representative for the Local Authority in legal proceedings, negotiations, and forums, safeguarding its interests and reputation.
- Proactively identify legal and governance risks to the Local Authority and develop strategies to mitigate these risks effectively.
- Implement and maintain robust systems for monitoring compliance with legal obligations, conducting audits, and promptly addressing any non-compliance issues.


#### Leadership:

- Work with colleagues to establish and embed an organisational culture that supports and promotes the right behaviours and performance to ensure the delivery of outcomes that meet the Corporate Plan and strategic objectives of the Council.
- Contribute to the Council's strategic leadership as a key member of the Strategic Leadership Team.
- Lead, direct, and inspire people within the Service Area and across the Council to deliver great results. Ensure processes are in place for identifying and developing talent at all levels.
- Through own behaviours, be a role model for the leadership behavioural competencies; promoting and supporting the embedding of the Council's values and behavioural competencies throughout all levels of the organisation to build the organisation's culture.
- Demonstrate innovative thinking, challenge the status quo, and embrace new ideas and approaches to problem-solving, fostering a culture of creativity and innovation within the team.

#### General Duties:

- Work with the Directorate Leadership Team to provide strong leadership for Corporate Resources, making connections between the work of Legal and Democratic Services and the other teams within the Directorate to maximise the impact of our work.
- Explore opportunities to improve the effectiveness and efficiency of services through collaboration and partnership working.





## Head of Legal & Democratic Services (Monitoring Officer)

### Role Profile (continued)



- Facilitate and participate in the introduction of policies, procedures, and practice to support the achievement of the objectives of the Council.
- Ensure that the principles of equality of opportunity are integrated and actively pursued both within the Directorate and in all areas of service provision.
- Ensure continuing compliance with Council policy, procedure and legislation including those related to the management of employees, health and safety, customer relations, safeguarding, information, equalities, the environment, and those specifically set out in Financial and Contract Procedure Rules.

In addition to the duties set out above, the postholder will be required to undertake such additional duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility accorded to the post.







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## Person Specification

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
<b>1. Experience</b>	<ul style="list-style-type: none"> <li>● Substantial experience in a senior legal role, preferably within a local government context.</li> <li>● Proven experience as a Monitoring Officer or in a similar statutory role ensuring compliance and promoting ethical conduct.</li> <li>● Experience working in a political environment or with elected officials.</li> <li>● Experience in driving forward a people focused, values-driven culture across an organisation.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of building high performing teams and providing inspirational leadership to the wider organisation that drives a high-performance culture.</li> </ul>	<ul style="list-style-type: none"> <li>● CV &amp; Cover Letter.</li> <li>● Interview.</li> </ul>
<b>2. Knowledge</b>	<ul style="list-style-type: none"> <li>● Detailed knowledge of relevant legislation and legal practice.</li> <li>● Understanding of the statutory duties of the Monitoring Officer.</li> <li>● Understanding of the local government framework and its governance.</li> </ul>		<ul style="list-style-type: none"> <li>● CV &amp; Cover Letter.</li> <li>● Interview.</li> </ul>
<b>3. Skills &amp; Aptitudes</b>	<ul style="list-style-type: none"> <li>● Ability to be a role model for the leadership behavioural competencies and promote the Council's values and behavioural competencies.</li> <li>● A strategic thinker, with the ability to develop and implement strategies that support the achievement of organisational objectives.</li> <li>● Excellent leadership skills, able to provide clarity to your team on the vision and purpose of their work.</li> <li>● Strong track record of building and nurturing productive working relationships, able to advocate for excellence, equity, and inclusivity.</li> <li>● Highly effective communication skills, able to influence others with impact and professional credibility, with the ability to communicate to a diverse community.</li> </ul>		<ul style="list-style-type: none"> <li>● CV &amp; Cover Letter.</li> <li>● Interview.</li> </ul>



# Head of Legal & Democratic Services (Monitoring Officer)

## Person Specification (continued)



<b>3. Skills (continued)</b>	<b>ESSENTIAL</b> <ul style="list-style-type: none"> <li>● Dedicated to professional development and keeping abreast of relevant regulation and education trends.</li> <li>● Ability to manage resources effectively, including budgets, staffing, and facilities.</li> </ul>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b> <ul style="list-style-type: none"> <li>● CV &amp; Cover Letter.</li> <li>● Interview.</li> </ul>
<b>4. Qualifications &amp; Training</b>	<b>ESSENTIAL</b> <ul style="list-style-type: none"> <li>● Qualified Solicitor</li> </ul>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b> <ul style="list-style-type: none"> <li>● CV &amp; Cover Letter.</li> </ul>
<b>5. Attitude &amp; Motivation</b>	<b>ESSENTIAL</b> <ul style="list-style-type: none"> <li>● Highly motivated senior leader, able to act as a role model to team members and peers.</li> <li>● Adaptable and flexible to meet a variety of challenges.</li> <li>● An inspiring leader, able to engage team members to deliver exception performance in a challenging environment.</li> <li>● Innovative, change champion, who is happy to challenge the status quo to deliver on strategic objectives and solve problems.</li> <li>● A passionate role model of the values of the Council.</li> </ul>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b> <ul style="list-style-type: none"> <li>● Interview.</li> </ul>
<b>6. Other</b>	<b>ESSENTIAL</b> <ul style="list-style-type: none"> <li>● Personal and professional credibility.</li> <li>● Drive, energy and enthusiasm to sustain an extensive agenda.</li> <li>● Capacity to work outside of normal office hours and attend evening meetings as and when required.</li> <li>● Ability to drive/travel throughout the Vale or between locations as appropriate.</li> </ul>	<b>DESIRABLE</b> <ul style="list-style-type: none"> <li>● Ability to speak or learn Welsh.</li> </ul>	<b>ASCERTAINED BY</b> <ul style="list-style-type: none"> <li>● Application form.</li> <li>● Interview.</li> </ul>