

JOB DESCRIPTION	
Job Title:	Head of Service (Corporate Governance)
Office:	LGSS Law Limited
Directorate:	Corporate Governance
Reports to:	Executive Director
Grade:	G/H
Location:	Shefford (but with to travel to other offices as required)
Hours:	Full Time (37 hours)
OVERALL PURPOSE OF THE JOB	
<ol style="list-style-type: none"> 1. To provide innovative, pragmatic and practical legal advice to a range of public sector bodies and manage a legal caseload including highly complex and politically sensitive issues predominantly, in the area of contentious and non-contentious matters relating to corporate governance. 2. To undertake the role of Monitoring Officer or Deputy Monitoring Officer for client organisations, as required, and to provide ad hoc support and advice on corporate governance and related matters. 3. To be an active member of the LGSS Law Leadership Team contributing to the strategic management and development of LGSS Law, including the development and maintenance of excellent relationships with clients of the service both existing and potential. 4. To create and develop a practice team of professional staff, admitted and non-admitted, to develop a high performing team providing excellent client care combined with value for money. 5. To contribute to the promotion of the team to potential partners and clients 	
MAIN ACCOUNTABILITIES	
<ol style="list-style-type: none"> 1. To provide high quality, innovative, well researched and comprehensive specialist legal advice to clients including elected members and senior officers, managing a complex caseload and delivering advice within the timescales required by the client. 2. To provide specialist advice and guidance on legal matters, in the areas of legal practice set out above, and from time to time other areas of law in accordance with the needs of LGSS Law, for example matters of public law generally. 3. To build highly effective working relationships with clients to ensure that LGSS Law delivers a seamless and client focussed service. 4. Where required, to provide training to clients in your specialist areas of law. 5. To support the Executive Director, heads of service and other colleagues by contributing to the overall management of the team including staff performance, financial compliance and practice management. This 	

includes ensuring the effective use of ICT systems and working in accordance with the standards set out in the firm's Lexcel manual.

6. To attend courts and tribunals undertaking advocacy where required, and also to instruct and manage suppliers of external legal services such as solicitors and barristers. To represent clients in negotiations and discussions with third parties in matters relevant to the specialist areas.
7. To develop effective partnerships, networks and joint working arrangements to ensure the most effective provision of legal services to meet the needs and aspirations of clients.
8. To attend the LGSS Law Leadership Team meetings, prepare and submit papers for discussion at those meetings and contribute to the operational and strategic management of the team in order to achieve continuous improvements in services.
9. To deputise for the Executive Director where required.
10. To manage a team of professional staff, both admitted and non-admitted, to include recruitment, selection, motivation and development, performance appraisal and monitoring caseloads and output.
11. To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
12. To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, to comply with the policies and procedures relating to health and safety within the department, and maintain good employment relations with your team and their representatives.
13. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION			
POSITION:	Head of Service (Corporate Governance)	REPORTS TO:	Executive Director
SERVICE:	Corporate Governance	OFFICE:	LGSS Law Ltd
GRADE:	G/H	LOCATION:	Sheffield (but with to travel to other offices as required)

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

QUALIFICATIONS	
<u>Essential</u> <ul style="list-style-type: none"> Solicitor of the Supreme Court of England and Wales or member of the Bar who has completed pupillage, a Fellow of the Institute of Legal Executives or Chartered Legal Executive with current practicing certificate. 	<u>Desirable</u> <ul style="list-style-type: none"> Diploma in local government law Management qualification
KNOWLEDGE AND EXPERIENCE	
<u>Essential</u> <ul style="list-style-type: none"> Substantial experience as a Monitoring Officer or Deputy Monitoring Officer. Substantial legal and managerial experience preferably within the public sector. Proven experience of advising on corporate governance and support of the Monitoring Officer in a local government setting. Excellent knowledge of and experience in local government law and practice. Experience of advising members and council meetings. Appropriate advocacy skill and experience and thorough knowledge of relevant courts and tribunals procedure. 	<u>Desirable</u> <ul style="list-style-type: none"> Experience of working in a shared service or multi locational firm Marketing experience Experience of completing tender bids

- Direct experience of leading and managing a team of experienced professionals.
- Thorough understanding of major legislation and policy issues affecting local government particularly in the areas of law relevant to the post.

SKILLS

Essential

- Management and leadership skills – an experienced manager and dynamic individual who provides inspirational leadership and vision and has the ability to motivate and enthuse staff
- Strategic thinking
- Exemplary communication skills
- Interpersonal skills and team player
- Customer care skills
- IT skills (including Microsoft office and bespoke software including performance and case management).

Desirable

EQUAL OPPORTUNITIES & HEALTH & SAFETY

Essential

- Ability to demonstrate awareness and understanding of equal opportunities and other people's behaviour, physical, social and welfare needs
- Ability to demonstrate a clear understanding of, and commitment to, health & safety