



**Rutland**  
County Council

## Governance Manager Legal & Corporate Governance Team

***Permanent, full time (37 hrs per week)***  
**Grade PO2, Salary £35,934 – £38,813**

As Rutland's Governance Manager you will be an enthusiastic and experienced democratic services officer to lead a small team providing a governance service that sits at the heart of our organisation.

Rutland is a great place to work – we have exciting plans for change and you will have scope to create and develop a modern Governance service to the Council.

This post will enable you to be responsible for managing the relevant procedures and processes that enables our decision making through Council, Cabinet, Committees and other Member bodies and officer groups.

The successful applicants will be able to demonstrate proven experience in the democratic process of a local authority. High level IT skills are also essential together with an ability to continually look for opportunities to improve systems and processes.

For a suitable candidate the role may also be the Council's Deputy Monitoring Officer and candidates should state in the personal statement section of their Application if they would like this to be considered in their application.

Please visit our website for a full job description. For an informal discussion about the role please contact Phil Horsfield, Deputy Director - Resources on 01572 758154 or email: [phorsfield@rutland.gov.uk](mailto:phorsfield@rutland.gov.uk)

We act as 'One Council' in all we do, with each of us working together in the most effective way to meet the needs of our customers every day – if you share this ethos then we very much want to hear from you.

The closing date for applications is **26 June 2019** with an interview date to be confirmed. Please follow the links to apply online or alternatively you can contact one of the HR team for an application pack, email: [recruitment@rutland.gov.uk](mailto:recruitment@rutland.gov.uk) or call 01572 758291.

All recruitment correspondence, including interview details, will usually be sent out via email. If you require documentation/correspondence in an alternative format, please contact the HR team.

Rutland County Council is committed to Equality and Diversity and welcomes applications from all sections of the community.

Everyone at Rutland County Council has a responsibility for, and is committed to, safeguarding and promoting the welfare of Children, Young People and Vulnerable Adults and for ensuring that they are protected from harm.

