

# Rutland County Council

## Job Description

<b>Job Title:</b>	<b>Governance Manager</b>
<b>Grade:</b>	<b>PO2, Salary £35,934 - £38,813</b>
<b>Department:</b>	<b>Resources</b>
<b>Team:</b>	<b>Legal and Corporate Governance</b>
<b>Line Manager:</b>	<b>Deputy Director - Resources</b>

### **Purpose of the Job:**

To develop and maintain the Council's governance processes and policy documents including ensuring that statutory notices are published within statutory timescales.

To identify improvements and maintain a number of key Council documents in line with legislation and latest thinking including the Constitution, Members' Code of Conduct and Forward Plan and ensure that they are fit for purpose.

To interpret a range of complex legislation, statutory guidance and the Constitution and apply it to facts where there has been no precedent. To identify where client departments may not be working within legislative requirements and find practical solutions to achieving their aim.

### **Key responsibilities:**

- To construct and research complex advice and write reports to members and officers which balance legislative requirements and business needs.
- To complete Community Governance Reviews in line with legislation. To complete consultation, draft responses to proposals and draft terms of reference.
- To act as the statutory Scrutiny Officer and advise and lead Scrutiny Panels in carrying out an effective Scrutiny function.
- To have excellent knowledge of all Council departments to ensure that advice is given taking into account service aims and to identify issues which Scrutiny may want to consider in their work plan.
- To present to a wide range of audiences including Panels, Working Groups and Committees on complex matters which may involve interpreting legislative requirements and providing practical solutions as to how it will work in practice. To respond to challenges within presentations and provide advice.
- To coordinate the agenda and minutes and provide professional procedural advice to the Council, Committees and a variety of working groups and advisory bodies.



- To ensure the provision of administrative support and advice to the Council, Cabinet, Scrutiny Panels, Committees and other decision-making, deliberative or advisory bodies as may be required.
- To be responsible for the day-to-day management of the Governance Officers.
- To ensure that the Council's website and online tools in relation to the democratic function are kept up to date and are in accordance with legislative requirements.
- To be responsible for support to new members, including all necessary information and the provision of new member information to support their role as a member of the Council
- To manage delegated budgets and ensure effective financial planning and monitoring in accordance with the Council's Financial Procedure rules.
- To work towards achievement of the Member Development Charter
- To receive and deal with petitions made in accordance with the Council's petitions scheme
- To manage the Council's independent remuneration panel for recommending members' allowances
- Under the Local Government and Housing Act 1989, this post is classified as a politically restricted post. Employees who are politically restricted are disqualified from standing for or holding elected office under the Local Government (Political Restrictions) Regulations 1990 (LGO(PR)R 1990) [SI 851].

*This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post.*

## Person Specification

- Qualifications** Degree level qualification or significant experience of Democratic and Members' Services.  
Evidence of continued professional development.
- Experience** Formal management qualification or extensive management experience.  
Experience in local government.  
Experience of managing delegated budgets and ensuring effective financial planning.
- Knowledge** Knowledge of Local Government legislation relevant to the service



A thorough understanding and knowledge of the working of local government, including its legal, financial, social and political context.

Ability to advise to a high level on constitutional matters, governance procedures and democratic processes.

## Skills

Political sensitivity and the ability to exercise appropriate discretion, tact, diplomacy, confidentiality and judgement  
Ability to work flexibly and adapt to changing priorities, including the ability to work collaboratively, promoting involvement, engagement and ownership within the team, colleagues and stakeholders.

Ability to lead and deliver change and transformation through a creative and innovative approach, leading by example, demonstrating the Council's values.

High level interpersonal skills to engaged with officers, members, the public, agencies and partners to ensure a professional image of the Council

High level skills using technology relevant to the role – Microsoft packages, word, excel, PowerPoint, outlook

## Values

Able to recognise discrimination and be willing to put the councils policy into practice

