

HEAD OF GOVERNANCE, PERFORMANCE & RISK

Role Profile



Title	Head of Governance, Performance & Risk	
Grade	GRADE K	
Reference:	N859	
Reports to:	Assistant Chief Executive	
Work style Definition	Office based hot–desk/touch down worker	
Job Type:	Operational Leader	
Primary purpose of role	To develop and maintain the Council's effective decision-making processes, governance arrangements, performance, business planning and risk management frameworks and regulatory responsibilities, ensuring a professional and consistent service is delivered to all directorates. Responsible for the development and promotion of the Authority's risk and opportunity management strategy	
Key accountabilities and key measures	Role outcomes <ul style="list-style-type: none"> ▪ Ensure that work and decision making programmes are developed, monitored and aligned for all the Council's key decision making bodies and partnerships. (15%) ▪ Ensure that appropriate democratic and corporate governance arrangements are maintained and developed in accordance with the Council's priorities. (15%) ▪ Ensure that an outcome based, risk-informed and citizen centered performance management framework is in place that demonstrably delivers improvement. (15%) ▪ Ensure an effective operational and strategic risk management process and reporting, including production of the Authority's statutory Annual Governance Statement, a (10%) ▪ Ensure that Strategic Directors, Service Directors, Cabinet and Shadow Cabinet Members are fully engaged in decisions and policy planning. (5%) ▪ Ensure that elected-member development programme is in place 	Role measures <ul style="list-style-type: none"> ▪ Plans are up to date and in format which can be used across a range of partners and stakeholders. ▪ Advice is available as required. ▪ Mechanisms to research and share best practice are in place. ▪ Programme reflects priorities and connections across the whole system are articulated.

	<p>that meets the needs of all members. (10%)</p> <ul style="list-style-type: none"> ▪ Ensure appropriate governance and performance arrangements are in place in all bodies where the Council has responsibility and accountability. (5%) ▪ Responsible for coordinated work programme encompassing service wide priorities. (5%) ▪ Ensure the Council's business planning process is well coordinated and communicated and aligns with the Corporate Strategy, Delivery Plans and Performance Framework. (10%) ▪ To ensure that all elected-members, officers and partners at a senior level are effectively supported in their roles by providing consistent advice and support. (15%) 	
Key activities	<ul style="list-style-type: none"> ▪ Development and implementation of agreed programmes of work. (5%) ▪ Contribute to, co-ordinate the planning, articulation, monitoring and reporting of key organisational priorities. (10%) ▪ Ensure interdependencies between other teams within the Chief Executive Office and other departments are mapped and considered throughout the forward planning process. (10%) ▪ Provide strong support and challenge to the senior management team as appropriate. (5%) ▪ Lead the corporate, risk-informed business planning process, ensuring clear alignment to key performance indicators (5%) ▪ Provide strategic advice to senior officers and governance bodies to ensure delivery of risk management at a strategic level (10%) ▪ Provide a leadership role in the support of the Council's democratic decision making processes. (15%) ▪ Ensure that the decision making processes and governance arrangements of other partner organisations and stakeholders are understood and captured as part of the planning process. (5%) ▪ Manage the timely response to queries of governance from Councillors and other stakeholders in partnership with the Monitoring Officer as appropriate. (5%) ▪ Ensure the effective management of the Council House. (2%) ▪ Deputise for the Assistant Chief Executive where appropriate. (5%) ▪ Provide leadership for communities of practice within scope of the role. (5%) ▪ Develop and maintain networks of colleagues across the city and sector. Joint development of initiatives, alignment of priorities and appropriate responses to local, regional and national issues. (3%) ▪ Support development of the Council's corporate governance framework for the 'family of companies' (10%) ▪ Manage the Member Development programme including New Member Induction and responding to member needs. (5%) 	

Essential qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Knowledge of democratic and governance processes and associated legislation. ▪ Applied and theoretical knowledge of local government policy and practice. ▪ Educated to degree standard in a related discipline or equivalent related experience. ▪ Substantial knowledge of current policy and priorities relevant to the organisation. ▪ Management of substantial financial and human resources. ▪ Experience of partnership working at a senior level and building networks both within and outside an organisation.
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Knowledge of the design and implementation of performance management frameworks in large and complex organisations. ▪ Full or part-qualified Chartered Governance Professional ▪ Knowledge of corporate governance processes and associated legislation ▪ Risk Management qualification
Essential experience	<ul style="list-style-type: none"> ▪ Extensive experience of working at a senior level in a highly complex organisation . ▪ Proven track record of working in partnerships with a wide range of individuals and organisations. ▪ Experience of working directly with senior Members and officers. ▪ Experience of working flexibly and managing conflicting demands and priorities. ▪ Experience of providing effective leadership of a team including the setting of measurable objectives and prioritisation.
Desirable experience	<ul style="list-style-type: none"> ▪ Experience of working directly with senior elected-members
Essential skills	<ul style="list-style-type: none"> ▪ Report writing skills. ▪ Strong project planning skills. ▪ Extensive resource profiling/prioritisation setting skills. ▪ Relationship management skills. ▪ Excellent communication skills. ▪ Strong leadership and strategic thinking. ▪ Supportive and inclusive management style. ▪ Ability to build and maintain positive working relationships with senior officers/elected-members. ▪ Personal resilience and drive, with the ability to operate effectively in a fast moving, demanding professional environment.
Corporate standards <ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. ▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures. 	

- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.