

# SENIOR GOVERNANCE ADVISOR

## Role Profile



<b>Title</b>	Senior Governance Advisor	
<b>Grade</b>	GRADE I	
<b>Reference:</b>	N562 a47218	
<b>Reports to:</b>	Oversight & Governance Manager	
<b>Work style Definition</b>	Office based hot–desk/touch down worker	
<b>Job Type:</b>	Professional	
<b>Primary purpose of role</b>	<p>Ensure that the Council's democratic governance arrangements and associated systems are effectively delivered through its executive, non-executive, partnership and quasi-judicial bodies, and that the Council's values and vision are at the heart of these governance arrangements.</p> <p>Advise the Chief Executive, Leader, other elected members and senior officers, service areas and partners on appropriate governance routes and timelines for decisions within relevant legislative and constitutional frameworks.</p> <p>Ensure that all elected members are effectively supported in their roles, both in terms of individual support and development, and through meetings and decision-making.</p>	
<b>Key accountabilities and key measures</b>	<p><b>Role outcomes</b></p> <ul style="list-style-type: none"> <li>▪ Committees, panels, boards and other bodies where the Council's interests are represented are planned, supported and deliver outcomes in a manner consistent with best practice, the Council's vision, values and constitution. (20%)</li> <li>▪ Approaches to governance are consistent across all relevant bodies. (5%)</li> <li>▪ Accountable for ensuring that the appropriate decision-management, voting and other systems are contract managed and utilised effectively in the conduct of business of relevant bodies and that the needs of stakeholder groups and key individuals are reflected appropriately in the design and delivery of those systems (20%)</li> <li>▪ Colleagues with governance responsibilities across the authority</li> </ul>	<p><b>Role measures</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrably high quality outcomes are achieved from governance arrangements.</li> <li>▪ Consistent standards of planning are evident across all relevant bodies.</li> <li>▪ Terms of reference, memoranda of understanding and other governance arrangements are aligned with the Council's constitution, vision and values.</li> <li>▪ Integrated and effective delivery of governance systems.</li> <li>▪ Every Member of the authority has had the opportunity to identify and access the appropriate support in undertaking their governance work.</li> <li>▪ All appropriate bodies have work programmes, plans or other arrangements in place</li> </ul>

	<p>and within partner organisations are aware of standards, approaches and priorities and are able to apply a consistent approach to governance. (10%)</p> <ul style="list-style-type: none"> <li>▪ Advise and support members and trustees on good governance practice to (10%)</li> <li>▪ Democratic Advisors are fully supported in delivering appropriate support to governance bodies. (10%)</li> <li>▪ Advise on governance arrangements and approach within a 'community of practice' which spreads across the whole authority and includes its partners. (10%)</li> <li>▪ Accountable for democratic sign-off of decisions made through the delegated process, ensuring consistency of the constitutional framework of Council, escalating to the Monitoring Officer where necessary, and liaising with communications colleagues on reputational considerations for decisions to be published (10%)</li> <li>▪ Responsible for effective budget management of the team and member budgets (5%)</li> </ul>	<p>demonstrating their fitness for purpose in carrying out their aims.</p>
<b>Key activities</b>	<ul style="list-style-type: none"> <li>▪ Lead on providing advice, support and guidance across the Council through a community of practice to ensure consistently high standards of governance practice. (20%)</li> <li>▪ Ensure that dedicated support and governance advice is in place where appropriate, either through democratic advisors, other officers from within the Chief Executive Office or through colleagues across the Council and its partners. (15%)</li> <li>▪ Develop and implement integrated systems and processes in place to support decision-making, Council and Committee management, voting and other relevant activities (20%)</li> <li>▪ Support the Council's Monitoring Officer, the Assistant Chief Executive and other senior officers and Members in developing the Council's constitutional and governance arrangements. (10%)</li> <li>▪ Ensure that decision management and forward planning to inform Committee and Council agendas are appropriately undertaken at all levels. (10%)</li> <li>▪ Ensure that the interface between officer and member governance arrangements is appropriately managed. (15%)</li> <li>▪ Responsible for liaising with colleagues across services and publishing the statutory Forward Plan of Key Decisions to be taken by the Council and delegated decisions to be taken by Cabinet members/officers (15%)</li> </ul>	

<b>Essential qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ Educated to degree standard or equivalent related experience.</li> <li>▪ Extensive knowledge of local government democratic processes and associated legislation.</li> <li>▪ Specialist knowledge of local government democratic and governance processes and associated legislation.</li> <li>▪ Applied and theoretical knowledge of local government policy and practice.</li> <li>▪ Substantial knowledge of current governance policy and priorities relevant to the organisation.</li> <li>▪ Ability to produce work programmes to enable others to deliver agreed outcomes within defined timescales.</li> </ul>
<b>Desirable qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of corporate governance (private sector) principles and practice</li> </ul>
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working in a political environment advising elected members.</li> <li>▪ Experience of providing advice to senior officers and members regarding governance.</li> <li>▪ Experience of giving lead officer support to a governance body.</li> <li>▪ Experience of working flexibly and managing conflicting demands and priorities.</li> <li>▪ Experience of providing effective leadership of a team including the setting of measurable objectives and prioritisation.</li> </ul>
<b>Desirable experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of managing diverse teams.</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>▪ Extensive planning and prioritisation skills</li> <li>▪ Report writing skills.</li> <li>▪ Project planning skills.</li> <li>▪ Excellent communication, negotiation and influencing skills.</li> <li>▪ Effective stakeholder management skills to develop relationships across a range of partners</li> <li>▪ Political awareness and change management</li> <li>▪ Supportive and inclusive management style</li> </ul>
<b>Corporate standards</b> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>	