



**Post:** Joint Head of Corporate Governance  
(Monitoring Officer)

**Responsible to:** Joint Strategic Director – People  
(Safeguarding Lead)

### Job purpose:

- Be an active member of the Strategic Alliance Management Team.
- Fulfil the Statutory role of Monitoring Officer
- Provide leadership to Senior Managers.
- Work closely with the Joint Strategic Directors to develop and implement leading edge strategies to ensure both council's vision, priorities and values are actively promoted and delivered.
- Enhance the performance of both councils by working with partner organisations.
- Build the reputation of both councils with local residents and stakeholders.
- Set corporate standards of behaviour.

### Principal accountabilities

#### Corporate Leadership

- Provide ownership of corporate leadership plans and ambitions.
- Support the development of change management and leadership capacity across both Councils.
- Ensure a holistic approach is taken across both councils to achieve corporate goals.
- Undertake such other duties as may be determined within the general scope and commensurate with the grade of the post.

#### Directorate Leadership

- Play a key role in SAMT to ensure that strategic and local objectives are achieved within the following service areas of responsibility.
  - Democratic Services
  - Elections
  - Health & Safety
  - Human Resources & Payroll
  - Legal
  - Performance & Communications
  - Scrutiny
- Support elected members to carry out their community leadership and governance roles.
- Ensure the service area teams engage fully and work with councillors and staff to embed our values and beliefs, encouraging a 'one team' corporate working culture.
- Be accountable for the financial performance of the service area.
- Challenge practices and encourage good performance throughout the service area.
- Lead the delivery of both council's values and behaviours in the service area.
- Promote equal opportunities with our communities and our staff through personal example, open commitment and clear action.
- Fulfil the responsibilities of a Joint Head of Service as set out in the corporate Health and Safety Policy.
- Ensure all relevant statutory and regulatory obligations are complied with.
- Provide a lead in risk management, emergency planning and business continuity as part of corporate arrangements as well as in the service area, to make sure services continue.
- Ensure value for money services by listening to local residents and leading by example to achieve efficient service design and delivery.

#### Partner organisations

- Work with government and government agencies to ensure both councils are viewed in a positive light.
- Work to increase customer/user involvement in service design and delivery.

## Behaviours

**Provide a leadership example by role modelling the following behaviours:**

- Take **ownership** of our actions
- Demonstrate a **creative, entrepreneurial** attitude
- Act with **honesty** and respect for others
- Be **innovative** and commercial
- Communicate in a **clear** and **constructive** way
- Be committed to “**One Team**”

# Bolsover District Council and North East Derbyshire District Council

## Person Specification

### Joint Head of Service

	Meas ure	Rank
<b>Education and Training</b>		
• Relevant Degree and/or professional qualification	A/CQ	E
• Recognised management qualification	A/CQ	D
• Commitment to personal and professional development	A/I	E
<b>Relevant Experience</b>		
	Meas ure	Rank
• Working within a performance management framework.	A/I	E
• Established track record of establishing working partnerships with outside bodies.	A/I	E
• Formulating and implementing corporate policies, plans and strategies.		
• Preparation, management and control of large and complex budgets.	A/I	E
• Previous demonstrable experience in the management of change.	A/I	E
• Proactive approach to employee development and performance management.	A/I	E
• Experience of partnership working.	A/I	E
• Experience of managing bids for external funding.	A/I	E
• Experience of managing financial, physical and technological resources.	A/I	E
• Experience in using relevant procedures to procure goods and services.	A/I	E
<b>General and Special Knowledge</b>		
	Meas ure	Rank
• Understanding of the legal, financial and political workings of local government and current best practice on tackling the kind of challenges that face local government services.	A/I	E
• Understanding of and sensitivity to working within a political context and governance framework.	A/I	E
• Effective communicator both verbal and written formats.	A/I	E
• Effective leadership skills.	A/I	E
• Ability to work independently.	A/I	E
• Understanding customer centric service delivery principles and practices.	A/I	E
• Awareness of current issues shaping the future of local government.	A/I	E
• A good understanding of diversity.	A/I	E
• A good understanding of the principles of talent management.	A/I	E
• An understanding of the Data Protection and Freedom of Information Acts.	A/I	E
• Skills and knowledge in a relevant service area.	A/I	E

### Skills and Abilities

	Measure	Rank
• Ability to organise and prioritise conflicting workloads and meet strict deadlines.	A/I	E
• Ability to negotiate, influence, challenge, innovate and produce concepts and new initiatives that are rooted in commercial reality but maximise social value.	A/I	E
• Ability to influence, empower and motivate employees in the attainment of service and organisational goals.	A/I	E
• Ability to apply creative skills to develop innovative service delivery methods.	A/I	E
• Ability to show initiative and drive aimed at organisational, service and individual excellence.	A/I	E

### Additional Requirements

	Measure	Rank
• Operate with the highest standards of personal/professional conduct and integrity.	A/I	E
• Work flexibly in accordance with policies and procedures to meet the organisational needs of the Councils.	A/I	E
• Undertake training and continuous professional development in connection with the post.	A/I	E
• Work in accordance with the Council's values and behaviours.	I	E
• Undertake any travel in connection with the post.	A/I	E
• Be available and contactable out of normal office hours as necessary.	I	E
• Commitment to health and safety and an understanding of its relevance.	A/I	E
• Commitment to Community Safety and its relevance in this area (where appropriate)	A/I	E

### Key

A	=	Application Form
CQ	=	Certificate or Qualification
I	=	Interview
R	=	References