

Corporate Director of Governance and Assurance



LEVEL:	Level 2 (Band A Impact Behaviours)
ACCOUNTABLE TO:	Chief Executive
SALARY:	£64,000 - £72,000
LOCATION:	Totnes / Tavistock / Agile

Job Purpose

The Director of Governance and Assurance will work closely with all other Directors across the Senior Leadership Team to lead strategic and operational activity across two Councils working together with a shared workforce. Future success of the Councils will be underpinned by effective decision making and committee processes. Therefore the focus of this role is to ensure that processes and procedures are carried out properly, ethically and lawfully and that the Councils have sound governance in place. This role encompasses the decision making processes for Members and their scrutiny, audit and assurance functions, along with responsibilities across both Councils for consistency and transparency in both statutory and non-statutory procedures.

The post holder will be required to be the Councils' nominated Data Protection Officer as required by the General Data Protection Regulation (GDPR).

Role Profile

- Responsible for working with Councillors and officers across the organisations to ensure there is sound governance in place to allow the Councils to operate lawfully and consistently.
- Ensuring there is strong project management applied throughout the organisation to achieve council-wide consistency and transparency.
- Responsibility for ensuring Council-wide compliance with regulations for health and safety, procurement, information governance, Data Protection, FOI, Ombudsman and complaints procedures, and has oversight of the Councils' risk and opportunities registers.
- Maintain a strategic oversight of all Council contracts with additional engagement and management of major contracts.
- Provide dynamic and inspirational leadership across the organisation, driving a high performing, supportive culture that can be embedded at all levels.
- Responsible for significant delegated financial budgets and resources ensuring they are allocated effectively for the delivery of high quality services, achieving compliance with relevant policies and guidelines.
- Develop and promote cutting edge partnerships with a range of stakeholders at both a local and national level.
- Demonstrate a forward-thinking and commercial approach, effectively managing risk to reduce cost, create income generation opportunities and achieve inward investment.
- Translate future strategic demands into tangible and measurable policies and projects that add value whilst providing clear direction and credibly communicating the future vision.
- Lead a culture of continuous improvement within Governance and Assurance and across the Councils, effectively anticipating and responding to change and promoting a collaborative culture, sharing knowledge across the organisation.
- Harness innovation and creativity in service delivery models and champion development opportunities, to enrich the workforce and maximise engagement and productivity.
- Understand the demographic of our communities and ensure that this is central to service delivery and the style and culture of the organisation as a provider and employer.
- Ensure appropriate business continuity plans and emergency response procedures are in place for the areas of specific responsibility.

The Senior Leadership Team

All Director roles, along with the Chief Executive, form the Senior Leadership Team (SLT) across both Councils which is collectively accountable for the following:

- ◆ Responsible for working effectively with Councillors, providing advice and support to set the direction and strategy of the Councils and communities.
- ◆ Ensuring the strategic priorities in the Councils' Corporate Themes are translated methodically and transformed into high quality, cost effective service delivery.
- ◆ Setting the working culture of the organisation; leading by example, role modelling the Councils' IMPACT behaviour framework and upholding the Councils values and ethics.
- ◆ Ensuring high performance and successful outcomes through the engagement of staff and effective organisation and deployment of resources to ensure delivery of easy to use services.
- ◆ Delivering efficient and effective ways of working with strong governance arrangements in place, whilst creating and promoting a culture of flexibility to respond effectively to shifts in priority.
- ◆ Demonstrating and promoting excellent internal and external communication; enhancing existing partnerships and creating pathways to build further positive relations within our communities and beyond to increase growth and development by generating income and reducing reliance on government grant and local taxes.
- ◆ Providing outstanding strategic leadership across the organisation; promoting economic growth, effectively managing assets and delivering the priorities in the Councils' Corporate Strategy to make a positive impact on the lives of local people.
- ◆ Empowering members of the Extended Leadership Team (ELT) by defining and expanding their areas of responsibility, ensuring a risk management culture to support their independence and flexibility.

Areas of Specific Responsibility

The Director of Governance and Assurance will ensure compliance across both Councils and will be directly responsible for the following functions:

Monitoring Officer & Constitution	Audit
Member Services	Electoral Services
Contract Oversight & Management (Waste, Leisure & IT)	Procurement
Programme Board	Project Management
Business Intelligence	FOI
Complaints and Ombudsman	Information Governance V.CoP
Health & Safety V.CoP	Data Protection
Corporate Risk Register	

In addition to the above, The Director of Governance and Assurance, working closely with the Director of Customer Service and Delivery and will have indirect responsibility for:

Business Continuity/Emergency Planning	ICT Security
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Person Specification

Impact Behaviours

The Councils have developed and adopted a behavior framework known as 'Impact'. The framework aims to enhance both individual and organisational performance by outlining measurable behaviours that describe how we need to perform our roles. All members of the Senior Leadership Team are expected to demonstrate Band A Impact Behaviours.

Experience/Skills – Essential

- Ability to demonstrate an understanding of sound governance and effective council wide compliance with processes and procedures.
- A successful track record as a senior manager, including specific experience of managing contracts and projects in an organisation of equivalent size or larger than South Hams and West Devon Councils.
- Strong management skills, particularly in relation to people and performance.
- Highly developed organisational skills with a methodical and pragmatic approach.
- A proven, strong track record working with Members.
- Success in terms of their contribution to the advancement and development of organisations through the formulation of key policies, corporate objectives, commissioning and strategy.
- Excellent track record in delivering successful, productive partnerships between organisations, across geographical, political or commercial boundaries.
- Appreciation and understanding of the dynamics of working in a complex, political environment and across two Councils.
- Evidence of using personal influence to implement innovation in the delivery of services, service improvement or other areas of organisational performance.
- A commitment to quality, customer focused services and the benefits that flow from a corporate approach to service delivery.
- A track record of gaining traction with others, including peers to generate change and development in organisations.
- Thorough and pragmatic understanding of the dynamics between elected members and officers, decision-making in local authorities and the relationship between other agencies.
- Excellent written and verbal communication skills
- The ability to drive and motivate for change through effective leadership.

Knowledge – Essential

Gained through a combination of professional qualifications and/or significant experience in related services, the core knowledge requirements for the role include:

- Knowledge and sound understanding of decision making processes within local government and high political astuteness.
- A solid understanding of current policy and strategy impacting local government services, contract and project management