

Thurrock Council job profile - DRAFT

Job title	Assistant Director – Legal
Post number	
Grade	AD5
Directorate	Corporate Services
Responsible to	Executive Director Corporate Services/ MO
Date profile last reviewed	September 2023

Job purpose

To be an active member of the Council's Senior Management Team, leading the development and provision of high-quality Legal services, Democratic Services and Elections driving through change, turning vision and strategy into effective implementation

Values and accountabilities

Our values:

1. **ambitious** – by continually improving
2. **collaborative** – by working together
3. **compassionate** – by building relationships based on empathy, respect and dignity
4. **empowered** – by removing barriers to influence outcome
5. **proud** – of everything we do and championing Thurrock Council
6. **inclusive** – by acting in a way that exemplifies what we expect of each other

Corporate accountabilities:

- Provide high level advice, guidance and support to the Chief Executive, and Elected Members in shaping the strategic direction of the Council.
- Develop effective relationships with service users and ensure that the services provided reflect their needs.
- To drive culture and behaviour change throughout the organisation and role model behaviours.
- Take a lead role on driving through at pace, the ambitious change agenda required under intervention and accountable for continuous improvement post-intervention
- Provide strong, forward-thinking leadership which results in high quality services that complement and further corporate objectives and values.
- Plan and monitor the service's budget ensuring strategic direction, clear accountability, best value and optimum income generation.
- Ensure effective leadership, motivation and development of the service's staff.
- Regularly review resources, services, and partnership arrangements in order to identify, and act upon, opportunities to improve service delivery.
- Take a lead role in furthering the Council's commitment to promote diversity and oppose discrimination in the provision of services and as an employer.



- To assist the Corporate Director of Resources (MO) to take the lead role on Corporate Governance for the Council.
- Ensure full compliance with all legislative and statutory requirements, including health and safety at work, and the local policy framework.

Key service accountabilities:

1. To be the Council's principal source of expertise for all legal matters.
2. To lead on the provision of legal advice to the council committees e.g. Cabinet, Council, and so forth
3. To be the Council's nominated Deputy Monitoring Officer under Section 5 of the Local Government and Housing Act 1989 reporting any relevant issues to Monitoring Officer and the Chief Executive and members as necessary.
4. To provide advice to the Returning Officer and Electoral Registration Officer (and others as required) on Elections law and procedures.
5. Provide leadership and direction to the Senior Management team within Elections and Democratic Services ensuring effective implementation of improved governance and ways of working.
6. Advising and generally dealing with such other complex and strategic legal matters as may be referred to the post holder.
7. To act and hold regular Client Review Meetings on the service requirements of legal and lead on the legal service level agreements.
8. To ensure the service operates in accordance with Lexcel Standards.
9. To ensure full compliance with the Health & Safety at Work Act etc. 1974, the Council's Health & Safety Policy and all locally agreed safe methods of work.
10. Build effective and resilient partnerships that will deliver improved outcomes and good/outstanding value for money.
11. Ensure all budgets are properly planned and controlled.
12. Build an organisational culture in the Council that enables purposeful change for continuous improvement.
13. In partnership with others, plan, deliver and review Council strategic and operational priorities.
14. Identify risks and take action to manage risks effectively.
15. Develop the workforce in the Council, building the capacity and resilience necessary to deliver the required outcomes.
16. To be a Member of the Directorate Management Team, contributing to the development and implementation of policies and strategies that will optimise service delivery by the Council to its community.

17. To promote a positive image of Thurrock and represent the Council at local, regional and national level, attending and presenting at conferences, seminars and working parties, as may be required to raise Thurrock's profile as required by the relevant Director.
18. To promote the Council's Diversity policies and carry out the responsibilities outlined within these policies. Promote equality, diversity and community cohesion.
19. To undertake corporate projects as required and undertake any other duties that are consistent with the Council's expectation of a senior manager.
20. At the discretion of the Director, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Person specification

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Directorate	Executive Director Corporate Services / MO

Information for applicants

The person specification provides an outline of the experience, skills and abilities we expect the successful applicant to possess. You should match your own skills, experience and abilities to those listed below. Tell us in what way you meet the requirements.

Method of testing	Weighting
1 = application form	1 = low importance
2 = interview	2 = medium importance
3 = assessment tests	3 = high importance

Disabled people will be offered an interview where they meet the essential requirements alone

Requirements for this job

Key competencies and behaviours	Method of testing	Weighting
1a. Skills and abilities – essential		
Excellent written and oral communications skills including the ability to present legal argument, and proficiency in IT	1,2	3
Ability to lead, manage and coach within the context of organisational and cultural change	2	3
Proven track record of innovation and creativity	2,3	3
Attitude of fairness towards others matching words and actions	1,2	3
Able to demonstrate that personal actions are in line with stated values	1,2	3
Demonstrable track record of effective communications at all levels within the organisation and externally	2	3
Ability to lead, motivate, develop and to gain support from employees	2	3
Effective in persuading people and winning their support and commitment	2	3
Flexibility and sensitivity in recognising the most suitable approach to use with different people in different situations		

Key competencies and behaviours	Method of testing	Weighting
1b. Skills and abilities – desirable		
Accurate self-awareness of strengths and weaknesses	1,2	2
Demonstrable track record of resilience and drive to meet changing demands	1,2	2
2a. Special knowledge – essential		
Educated to degree level or equivalent	1	3
A qualified Solicitor or Barrister of the UK	1	3
Specialist knowledge of, and ability to undertake casework in, the law as it applies to at least one of the Council's service areas, e.g. planning, housing or childcare.	1,2	3
Knowledge of legislation relating to Data Protection and Freedom of Information	1,2	3
2b. Special knowledge – desirable		
None		
3a. Experience – essential		
Proven track record of delivery	1,2	3
Proven track record of balancing strategic and operational needs	1,2	3
Evidence of development of leadership and management skills, through training or qualification within the relevant professional field	1	3
Substantial experience of and commitment to working in partnership with other agencies, the private sector and voluntary sector	1,2	3
Has identified and developed opportunities for innovation, improvement and change across organisational boundaries, to bring multi-agency solutions to effective service delivery	1,2,3	3
Able to take an overall view of situations; to balance short and long-term requirements and to perceive and drive the big picture and a long-term vision	2,3	3
Track record of operating within a senior management team and contributing towards a positive change in culture of the organisation	1,2	3
3b. Experience – desirable		
Proven track record of personal development and experiential learning		
4a. Other requirements – essential		

Key competencies and behaviours	Method of testing	Weighting
To behave in accordance with our values.	1,2	3
Commitment to the principles of agile working including the ability to work flexibly with regards to both hours of work and location of work including remote and home working as required.	1,2	3
Demonstrable track record of effectively managing the budgetary process and resources	1,2	3
Ability to plan, allocate work and to evaluate performance against objectives with individuals and teams, taking remedial action where necessary	1,2	3
Committed to continual improvement and the development of performance objectives for teams and individuals	1,2	3
Committed to measuring the quality of service (internal and external)	1,2	3
4b. Other requirements – desirable		
None		
5a. Equalities – essential		
Understanding of and commitment to principles of equality and diversity and compliance with Thurrock Council policies.	1/2	3
Demonstrable knowledge and understanding of diversity and equality issues.	1,2	3
Ability to integrate diversity and equality policies into business plans, strategies, service delivery and employment practices.	1,2	3
5b. Equalities – desirable		
None		

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Recruitment safeguarding	Requirement
Will the post holder have substantial unsupervised access to children or vulnerable adults?	No – use standard recruitment process Yes – Use Safer Recruitment process
Is a Disclosure and Barring Service (DBS) check required for this post? Read the Recruitment and Selection Policy for guidance.	No – Not required Yes – Basic check required Yes - Standard check required Yes – Enhanced check required