Job Title: Director of Law, Assurance and Strategy
Directorate: Corporate Resources & Services
Reports to: Executive Director, Corporate Services
Direct Reports: TBC

Job Context
The context for West Sussex County Council is changing. Increasing demographic pressures, continuing challenges to provide residents and communities with greater levels of choice and control over services, and the tighter financial constraints placed on the authority mean that the Council needs to change the way it operates. Working with elected Members the leadership team will develop, implement and track programmes that will ensure better outcomes for individuals and communities across the priorities of ‘giving children the best start in life’, ‘a strong & diverse economy’ and ‘independent for longer in later life’.

The Directorate of Corporate Resources & Services develops and delivers support services and corporate management of shared “resources” to enable the County Council to operate as an effective and efficient organisation. The Directorate operates within a complex, multi-provider environment with a wide range of partners to ensure the necessary corporate capabilities are available and delivered (e.g. HR/OD, change, IT, finance planning and management, legal and democratic services). There is a strong focus on performance, driving efficiencies and providing best value for money for residents.

The Director of Law, Assurance & Strategy is the main legal and constitutional adviser to Cabinet, the County Council, its committees and individual members and all decision makers. The person also acts as Monitoring Officer to the Council and, in that role, has personal accountability for the lawfulness of all of the Council’s governance and in providing assurance of its decisions and operations in discharging its statutory responsibilities. The role also oversees the management of the resources and guidance to support the Council’s development of strategy.

Job Purpose
To develop and deliver effective corporate and cabinet support services which provide legal and constitutional and strategic advice to the Council and all of its operations. The post holder acts as Monitoring Officer to the Council in being accountable for the lawful and proper discharge of its statutory responsibilities, maintaining, and applying the County Council’s constitution and ensuring its effective use. The job holder is responsible for policy and strategy development working with Cabinet and Senior Management. In addition, there is a
responsibility for all of the Council’s democratic systems including those that support partnerships such as CLCs, the PCP and the LEP

This role is the Monitoring Officer for the Council under the local Government and Housing Act 1989 and the Returning Officer for the county and responsible for election management. The role also has responsibility for the induction, training and development of elected members.

**Key Accountabilities**

Responsible for advising and ensuring the discharge of the responsibilities of the Cabinet, County Council, all committees and decision making bodies or persons and for monitoring Member behaviour and enforcing the Code of Member Conduct.

Providing executive support to the Leader and Cabinet, maintenance of scrutiny, non-executive and local committee arrangements, support to Council, the Chairman and Members and Member development

Provide legal guidance policy and strategy advice to Cabinet and Members in translating their political objectives and priorities into coherent initiatives that will deliver their intended outcomes for West Sussex.

Work with Cabinet and senior management in the development of policy and strategy ensuring that political priorities and statutory accountabilities are turned into strategic outcomes, plans and that, in collaboration with other Directors, appropriate resources are allocated and managed.

Provide assurance that the Council’s policies, processes and business plans are defined and implemented in accordance with corporate priorities, commitments and governance arrangements, relevant legislation and statutory and constitutional requirements.

Provide strong, visible, and collective leadership for staff and partners across the Council which builds a culture of high performance, inspires people, and drives the delivery of the Council’s strategic objectives across law, assurance and strategy.

Ensure that there is a clear and consistent focus across the Council and its partners on delivering an inclusive and outstanding customer experience to all of the citizens and communities of West Sussex.

Provide respected professional leadership for the legal function to ensure that the Council accesses national best practice and ensure on-going professional development.

Develop plans across the Legal, Assurance and Strategy area to implement the agreed business strategies for the Council and its partners which are focused on delivering the political objectives and priorities of West Sussex and which mitigate all identified risks.
Be responsible for annual financial budgets and resources for the areas under remit, ensuring that they are allocated effectively for the delivery of intended outcomes in a manner which demonstrates value for money and compliance with relevant policies and guidelines.

Lead the development of policies which support the delivery of corporate objectives and comply with all relevant legislation and statutory requirements within an acceptable level of risk.

**Key Capabilities**

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<thead>
<tr>
<th>Capabilities</th>
<th>Level</th>
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<tbody>
<tr>
<td><strong>Community Engagement</strong></td>
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<tr>
<td>Focus on the Community</td>
<td>3</td>
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<tr>
<td><strong>Entrepreneurial Drive</strong></td>
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<tr>
<td>Drives Continual Improvement</td>
<td>4</td>
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<tr>
<td><strong>Innovative Strategic Thinking</strong></td>
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<tr>
<td>Scans the Environment</td>
<td>4</td>
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<tr>
<td>Thinks strategically &amp; creates clarity</td>
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<tr>
<td><strong>Courage and Resilience</strong></td>
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<td>Is self-aware and resilient</td>
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<tr>
<td>Is confident and courageous</td>
<td>4</td>
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<tr>
<td><strong>Building alignment</strong></td>
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<tr>
<td>Influences</td>
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<td><strong>Working across boundaries</strong></td>
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<td>Political astuteness (understands the context)</td>
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**Dimensions**

Area of impact – £4.5-45m

**Knowledge, Experience and Qualifications**

- Relevant Management or Professional qualification and membership of a relevant professional body.
- Evidence of continuing professional development in leadership and business management
- Educated to post-graduate degree level or equivalent by experience.
- Detailed knowledge and experience of at least one of the key areas of responsibility, alongside the confidence & experience to quickly become adept in other areas.
- Broad knowledge of public sector services, the macro social and economic context within which local authorities work and the implications of this for delivery of County Council’s aims.
- Broad understanding of service delivery models, concepts and principles gained through extensive business exposure in a diverse range of organisations or services.
• Significant experience of operating in leadership roles, translating strategy into effective operational plans.
• Recent experience of successfully leading the delivery of strategic objectives and business plans.
• Able to communicate a compelling vision to key stakeholders internally and externally to achieve operational outcomes.
• Experience of having worked at a senior level in a political environment.
• Business acumen from creating a commercial environment where the management of cost and customer satisfaction is paramount.

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Written by: Laura Christophers, Hay Group
Reviewed by: David Borton, Hay Group
Reviewed by: (WSCC)