

## Job Description V1

### Post Details

**Post Title:** City Solicitor/Barrister and Head of Standards

**Department:** Corporate Resources & Support

**Vacancy Number:** D1018/10460

**Closing Date:** 12 March 2012 17:00

### Overall Purpose for this Post

#### Post Details

### Major Objectives

#### Objective

##### SERVICE SPECIFIC RESPONSIBILITIES:

1. To lead the management, development and continuous improvement of Legal Services, registration and coronial services.
2. To act as City Solicitor/Barrister ensuring legislation affecting Local Government is complied with and understood, and that the Council is effectively represented in litigation.
3. To provide constructive, sound and solution- focussed legal advice to assist the council in achieving its objectives.
4. To hold the statutory role of Monitoring Officer for the Council.
5. To be responsible for monitoring and regulating the behaviour and conduct of all elected representatives as Head of Standards, ensuring Elected Members operate within their delegated decision-making framework and that they adhere to appropriate standards and to the Code of Conduct.
6. To act as the Council's most senior legal advisor to support the City Mayor, Mayoral Team, Elected Members, the Head of Paid Service, Senior Management Team and other key organisational decision makers as appropriate on those aspects of the agenda for which the post holder has lead responsibility, including legislative changes and best practice/innovative approaches to improved service delivery.
7. Lead the management and development of the Registration Service to ensure that records of birth, marriages and deaths are accurate and accessible.
8. Lead the management and development of the Coronial Service.
9. To carry out additional responsibilities and projects as assigned by the City Mayor, the Head of Paid Service and Strategic Directors.

### Summary of Job Tasks

#### Task

##### KEY CORPORATE RESPONSIBILITIES:

1. To support the City Mayor, Mayoral Team, and the Head of Paid Service to deliver the vision and preferred direction of travel for

the City and the Council, and to provide clear and visible leadership to the division when doing so.

2. To be accountable for the effective planning, organising, delivery and continuous improvement and efficiency of the division, its resources and allocated budgets, through divisional service delivery, efficiency and improvement plans as required. Services must be driven by quality and customer focus and be determined by the needs of the people and different communities of the City.

3. To work with the City Mayor, Mayoral Team, the Head of Paid Service and Senior Management Team as required to develop and implement strategic programmes of activity, ensuring where necessary the operational alignment of services, to increase outcomes in the priority areas for the Council and the Leicester Partnership and ensure operational alignment of services.

4. To develop and promote strong partnerships with local residents, local businesses and voluntary and community sectors for the benefit of the City, to improve the quality of life of local people and to support the regeneration of the City, the Council and the effective delivery of services.

5. To support the City Mayor, Mayoral Team, the Head of Paid Service and Senior Management Team to ensure effective partnership working across all Council services and external partnerships in order to meet customers' needs, deliver corporate strategies and achieve local objectives.

6. To be responsible for the implementation of the individual performance management process within the service, and as Line Manager to be responsible for performance management and developing the capability of all direct reports.

7. To ensure positive internal and external communications on services, performance and initiatives, seeking and giving feedback to customers, partners and other stakeholders where necessary. This should be done in collaboration with relevant other Directors or Heads of Service as required.

8. Harness the benefits and respond to the challenges of Leicester's diverse population and workforce, developing and implementing strategies aimed at removing barriers to access and participation facing all the City's communities.

9. To promote equality and inclusion across all service provision and employment through policy initiatives, personal example, open commitment, clear action and direction.

10. Support and develop effective partnership working with relevant City, sub-regional, regional and national bodies.

11. To contribute as appropriate to the Council's Emergency Planning and Business Continuity arrangements.

12. To comply with responsibilities placed on directors by contract procedure rules, financial procedure rules, and the Council constitution.

## Restrictions

**Is this a politically restricted post?** Yes

## Rehabilitation of Offenders Act 1974

**Is this post subject to exemption?** Yes

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