

Kent County Council

Job Description:

Director – Governance and Law (Monitoring Officer)

Date: November 2013

Directorate:	Strategic and Corporate Services
Division:	Governance and Law
Grade:	KR18
Responsible to:	Corporate Director – Strategic and Corporate Services

Job Purpose

Discharge the statutory duties of the Monitoring Officer for Kent County Council in line with KCC's Constitution to ensure the Council fulfils its lawful obligations, statutory duties and performs its functions and activities in accordance with the law.

Accountabilities

Corporate Directors will work within the KCC Corporate Responsibilities Senior Officers. In addition, as a member of the Corporate Management Team, Corporate Directors will work together to enable corporate responsiveness to elected members; secure the best approach to resource stewardship for the council's budget and finances; ensure that overall management attention, effort and controls are commensurate to risk and opportunity across the council's functions and activities; and enhance the reputation of Kent as a place as well as Kent County Council as the democratic agent of change in the region.

As Chief professional adviser, direct and oversee the provision of high quality legal and procedural advice at all stages of the Council's decision making, to ensure a strong corporate governance culture is achieved with decision making by members, which attains the highest standards of ethical and corporate governance.

Develop and deliver strategies for legal services to increase efficiency and external income, as well as to strengthen the resilience of the legal advice provided to the Council.

Create a robust and proactive officer governance culture with sound practice and systems to support member decision making through the development of the corporate framework to ensure the maintenance of probity, sound governance and the enforcement and review of policies within the democratic process.

Lead the Council's strategic response to ensuring that it meets current and future requirements to publish data on its activities, taking a proactive approach to the development of systems to achieve the optimum transparency in relation to the Council's activities, underpinned by robust, accurate and resilient Information.

Deliver appropriate high quality, professional and cost effective support to Council Members and the democratic process.

Lead and direct the implementation of Council elections in close partnership with District and Borough Councils.

Actively review all services provided by this post to identify the 'right source' for their future delivery including consideration of outsourcing, co-sourcing or in-sourcing to ensure the most effective and efficient delivery methods are employed.

The post holder has direct access to Head of Paid Service the Cabinet and Members in order to fulfill the statutory duties of this post.

This job description sets out the accountabilities specific to the role. These should be read in conjunction with the Corporate Responsibilities that apply to the Corporate Director and Director roles.

Services

Democratic Services

Legal Services

Elections

Member Services

Clerk to the Lord Lieutenant

Senior Information Risk Owner