

Kent County Council

Job Description:

General Counsel

Directorate: Strategic and Corporate Services

Grade: KR16 (tbc)

Responsible to: Head of Paid Service

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. Commission any required legal services ensuring cost effectiveness, efficiency and responsiveness.

Accountabilities

Directors will work within the KCC Corporate Responsibilities for Senior Officers. In addition, as members of Extended Corporate Management Team, Directors and Corporate Directors will work together to make strategic decisions on the most effective use of the Council's agreed budget, resources and policies 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.

Lead the commissioning of legal services on behalf of the council, monitor the delivery of these services and act as Client for all legal commissioned services.

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.

This post is also responsible for discharging the duties of the following roles:

- Senior Information Risk Owner
- Clerk to the Lord Lieutenant of Kent
- County Returning Officer

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, Director and Head of Service roles.