



Role Profile

HEAD OF LEGAL & DEMOCRATIC SERVICES			
Reference No.		Type	Individual
Service	Legal & Democratic Services		
Job Family		Grade	CO40

Purpose
<p>Ensure the provision of comprehensive legal services and advice, promoting robust decision making and protecting the interests and integrity of the Council.</p> <p>Ensure the effective management of electoral registration and elections and ensure the provision of administrative support to committees, Elected Members, Children’s Panel and Area Support Teams, Community Councils, the Lord Lieutenant, and civic functions.</p> <p>Ensure the delivery of services which protects the integrity of the Council in its decision making, standards and governance, ensuring the Council acts within its legal powers and fulfils its statutory functions.</p> <p>Ensure optimised, quality and effective services that contribute to the fulfilment of statutory functions and other business critical activity.</p> <p>Fulfil the statutory roles of Monitoring Officer, Electoral Registration Officer and Clerk to the Licensing Board.</p>

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Determining, shaping and leading an integrated Legal and Democratic Service that meets Fife Council's ambitions and proactively challenges in a changing environment.	Educated to SCQF level 11, which includes a Masters Degree, Post Graduate Diploma, SVQ level 5 or equivalent e.g. Degree in Law and Post-Graduate Diploma in Legal Practice or equivalent Admitted as a Solicitor by the Law Society of Scotland and hold a valid Practising Certificate Management qualification or training Wide legal knowledge across a broad range of topics	✓ ✓	✓ ✓
Creating an operating strategy for the integrated Service from the vision, ambitions and challenges in the Council's Plan, scanning the political and legislative horizon to ensure the strategy continues to be effective and fit for purpose.	Experience of managing the delivery of services in a large, complex organisation (Take ownership – See 'How We Work Matters' Framework) Experience of contributing to corporate goals, championing change and innovation while effectively balancing the complexity of service delivery and meeting customer needs	✓ ✓	
Shaping, leading and driving the delivery of electoral, committee, Elected Member and civic support, legal and licensing services which provide value for money and ensure high standards of advice and support. Promoting fresh approaches in providing services that are responsive to the needs of the Council and which challenge and drive forward transformation.	Experience of translating corporate and operational strategies into effective service delivery and best practice Experience of developing and implementing services with strong customer focus (Deliver results)	✓ ✓	
Managing Parliamentary, Scottish Parliamentary, Local Government elections, as well as referenda and Community Council elections.	Evidence of working in a sensitive political context		✓
Fulfilling the statutory roles of Monitoring Officer, Electoral Registration Officer and Clerk to the Licensing Board.			
Designing and delivering appropriate arrangements to ensure administrative support to Children's Panel and Area Support Teams	Ability to provide a regular and effective service	✓	

E = Essential Criteria D = Desirable Criteria

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Council Leaders, Provost, Elected Members, and Lord Lieutenant, and to ensure delivery of Civic events.			
Ensuring the effective delivery of administrative support to Elected Members, Leader(s) of the Administration, and the Provost of Fife and ensure co-ordination of a range of Civic events.	Evidence of striving for improvements and better outcomes while managing risk and business continuity		✓
Identifying and highlighting any legal, reputational, commercial, political or other risks and analysing and advising on legally robust and practical solutions.	Evidenced responsibility for a broad portfolio, managing risk, identifying actions and influencing adoption of solutions	✓	
Recommending courses of action to Executive Directors, the Chief Executive and Elected Members that protect the interests and integrity of the Council. Including assessing the risks associated with alternative courses of action and the impact on the public.	Evidence of identifying creative and practical solutions to complex problems	✓	
Instructing and managing external legal providers when additional support/specific expertise is required.	Experience of collaborative working, and developing and maintaining effective relationships	✓	
Engaging with managers, the Council Executive Team, and Elected Members to provide clear and focused advice, guidance and support across a broad portfolio.	Experience of making decisions under pressure	✓	
Providing strong and visible leadership, goals, strategy and direction for the Service, working in conjunction with the Executive Director.	Leadership skills	✓	
Leading, managing and developing employees within the Service by promoting an open, supportive and positive culture which supports team working, healthy challenge and innovation across professional boundaries.	Evidence of personally displaying leadership behaviours and providing clear direction to support change with genuine delegation and staff empowerment	✓	
	Experience of motivating, empowering and coaching others	✓	

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Maintaining effective budgetary, workforce and service planning and performance management arrangements. Taking responsibility for managing the budgets allocated to the Service, ensuring there is appropriate financial monitoring information, budgetary control, risk management and business continuity planning to enable the Service to comply with requirements. Actively model desired behaviours, ensuring efficient management of resources, capacity building, and harnessing technologies which demonstrate transparent Best Value in all activities of the Service.	Experience of financial management Evidence of managing resources and risk to meet Best Value and customer expectations within a constantly challenging environment (Embracing technology and information)	✓ ✓	
Ensuring appropriate legal representation at Council committees and meetings and in formal proceedings. Providing training and briefings to staff as relevant to ensure others understand key legal requirements, processes and principles.	Presentation skills	✓	
Ensuring the effective management of committees. Providing training and briefings to staff and elected members as relevant on the key protocols, processes and principles.			
Ensuring the effective management of electoral registration and elections and ensure the Council discharges its statutory functions.	Evidence of improving communication and harnessing technology to achieve goals		✓
Contributing to the effective management of the Finance and Corporate Services Directorate as a member of the Directorate Leadership Team recognising that this role incorporates ownership, commitment and leadership responsibilities.	Experience of representing an organisation at senior level, both internally and externally		✓
Advising on the implications of Legislation and Government Policy relevant to the performance of Service functions where this is not covered by a functional Head of Service.	Knowledge and understanding of the national agenda influencing local government in Scotland		✓

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Leading on specific professional or managerial tasks or any cross Directorate remits identified by the Executive Director.	Negotiation skills Persuasion skills Influencing skills	✓ ✓ ✓	
Representing the interests and views of the Council and promote good external relations through active involvement with other local authorities, government departments, other public agencies and other relevant groups.	Knowledge, appreciation and understanding of the dimensions of the post both in the public and political arena	✓	
Promoting the interests of the Service within the legal profession including with the Law Society of Scotland.	Networking skills	✓	
Advising on the legal aspects of common good and trust fund arrangements.	Written and verbal communication skills	✓	
Ensuring Council policies and decisions are implemented.	Evidence of challenging practice or performance		✓
Maintaining an effective local government network through attendance at national meetings including meetings of SOLAR.	Partnership working (Work together)	✓	
Engaging with managers across the Council to anticipate and provide guidance on a diverse range of legal and compliance issues.	Experience of providing consistent, high quality, trusted advice to senior managers (Focus on customers)	✓	
Innovating and leading change. Ensuring effective co-ordination and communication, optimising available resources and technologies to deliver efficient and effective legal services.	Experience of creating a positive performance culture	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.