

JOB DESCRIPTION

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| Job Title | **Corporate Governance Manager** | Post Number | **LS804** |
| Grade | 9 | Service Area | Legal Services |
| Special Conditions | Politically restricted post  Pershore based with travel required to Malvern  Required to work some evenings in accordance with committee requirements | Additional Benefits | Casual Car User |
| Authorised by | Head of Legal Services | Date | January 2025 |

**Job Purpose**

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| The purpose of this role within the Council is: | To provide assistance to the Director of Legal and Governance and the Head of Legal Services in the delivery of a comprehensive corporate governance service to both Malvern Hills District Council and Wychavon District Council (“the Councils”)  On a day-to-day basis manage the member support team in Wychavon and Democratic Services team in Malvern as well as advise and support the Civic Administration Manager at Wychavon District Council  To maintain and keep up to date the Constitutions at both councils  To assist the Monitoring Officer with the processing of all member conduct complaints |
| Responsible for demonstrating commitment to delivering the Councils’ values | |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework | |
| The postholder works for: | The Monitoring Officer in relation to member conduct matters and corporate governance matters and the Head of Legal Services with regard to general line management |
| The postholder manages \supervises: | Senior Member Support Officer (WDC)  Civic Administration Manager (WDC)  Democratic Services Officers x 2 (MHDC) |

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| **Key Accountabilities (All accountabilities will be carried out in line with the Councils policies, procedures and relevant regulations and legislation)** | |
| 1 | To ensure the delivery of a comprehensive and efficient corporate governance service to both Malvern Hills District Council and Wychavon District Council (“the Councils”) |
| 2 | To liaise with relevant Heads of Service and review and update the Councils constitutions. To also monitor and develop new and existing policies, procedures and processes to ensure compliance with governance arrangements and legislative requirements. |
| 3 | To ensure that an effective committee meeting cycle is run across both councils to include ensuring all officer reports are on time and include the required information, all agendas are published according to statutory timescales and all meetings run smoothly. |
| 4 | To work with the Monitoring Officer and other Heads of Service to develop and implement a comprehensive member training programme across the councils. Also to ensure an effective and pro-active service is provided for all members/councillors so that their changing needs are met. |
| 5 | In conjunction with the Head of Legal Services to deputise for the Director of Legal and Governance in her absence on matters associated with the business of the Councils and the organisation of meetings |
| 6 | To act as Deputy Monitoring Officer for the Councils and to assist/process all member conduct complaints which shall include but not be limited to:-  (a) Reviewing all member conduct complaints in order to determine, in conjunction with the independent member(s), which matters shall be investigated  (b) Deal with all correspondence/telephone calls relating to member conduct matters  (c) Along with other senior members of the legal team act as the investigating officer for member conduct complaints which shall include interviewing and taking statements from relevant individuals and preparing a report including a recommendation for consideration.  (d) Assisting all members of standards committees and, where necessary, act as advisor at standards committees |
| 7 | To advise members and parish councils regarding member conduct queries |
| 8 | Review and update member conduct policies and procedures and ensure that the Councils web sites are kept up to date with relevant information. |
| 9 | To provide advice and manage the member services teams at Malvern Hills District Council and Wychavon District Council and the Civic Administration Manager to ensure the business of the Councils is carried out effectively and efficiently in accordance with the Councils constitutions and current legislation. This will include but shall not be limited to staff management matters such as annual reviews and appraisals, task setting and overseeing work, recruitment and interviewing of new staff, training, grievance and disciplinary matters, assisting with service plans and other corporate plans for the Legal and Governance Directorate, etc |
| 10 | In the absence of the Democratic Services Officers/Member Support Officers:-  (a) prepare agendas and reports for Council, Executive Board and committees to ensure the business of the Councils is carried out effectively. (b) attend, record and support meetings and prepare the minutes  (c) assist officers with advice regarding the presentation of reports (d) advise officers and members relating to queries regarding the Councils constitutions |
| 11 | To support and contribute to the development of the Council’s political management and leadership processes |
| 12 | To exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information |
| 13 | Undertake other responsibilities and projects commensurate with the role/grade |

**NOTES:**

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retain this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and inform the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.



KEY REQUIREMENTS

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| Qualifications (or knowledge and experience at an equivalent level) | Essential | Desirable |
| Degree in related subject | E |  |
| Good knowledge of local government decision making and statutory regulations/legislation and how they affect the Councils functions and operation |  | D |
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| Work Experience | Essential | Desirable |
| Significant experience in a local authority or public sector body | E |  |
| Significant and demonstratable experience of dealing with complaints and/or investigations | E |  |
| Significant experience of being involved with committees | E |  |
| Experience of dealing with member conduct complaints |  | D |
| Experience of preparing agendas and drafting minutes |  | D |
| Experience of dealing with councillors/members and parish councils |  | D |
| Experience of dealing with governance matters |  | D |

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| Skills Required | Essential | Desirable |
| Proven ability to meet strict deadlines and statutory time constraints | E |  |
| Proven ability to deal with confidential and sensitive issues | E |  |
| Proven ability to express issues clearly and accurately both verbally and in writing | E |  |
| Good IT skills | E |  |
| Sound judgment and a logical approach to decision making | E |  |
| Ability to read, understand and apply legislation, regulations and guidance | E |  |
| Evidence of managing a team of people | E |  |

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| Behaviours | Essential | Desirable |
| Political awareness and sensitivity | E |  |
| Take responsibility for one’s own learning and behaviour | E |  |
| Hard working | E |  |
| Team player | E |  |
| Flexible and adaptable | E |  |

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.