

CANDIDATE BRIEFING PACK

Director of Legal and Monitoring Officer

Prepared for Birmingham City Council

October 2024



Penna

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Introduction

Birmingham City Council is embarking upon a comprehensive reorganisation and transformation journey, we want you to be a part of this pivotal change. Our commitment to addressing these challenges is unwavering for our business, our people, and our citizens. Strong leadership is essential to guide us through these uncharted waters while recognising the importance of creating equitable and inclusive solutions. Collaboration, strategic thinking, and resilience are fundamental as we strive to redefine our future. Join us to be a catalyst for change and shape the course of our exciting journey ahead.

"This is probably the most important top team that a local authority has ever recruited. The City Council is subject to supervision by Commissioners whilst it rebuilds itself at pace to satisfy Directions. The new Executive team, under the leadership of their new Managing Director, Joanne Roney, need to work together to break down entrenched silos, put the right structures and governance in place, and deliver a modern effective Council that can deliver resident focussed services whilst living within its means. Birmingham needs a Council that should be able to do things that no other council can do and being part of this is the top local government challenge".



Max Caller - Leader Commissioner, Birmingham City Council

Advertisement

ONE MILLION REASONS TO CHOOSE BIRMINGHAM

Are you ready to make a meaningful impact to over 1 million residents at one of the most critical periods?

of Birmingham City Council's future? Are you an experienced and successful MO or DPH looking for an unrivalled career challenge and opportunity?

Director of Legal & Monitoring Officer

£131,200 - £169,980

We have laid the foundations to be a 21st Century Council, with 21st Century Officers and Councillors, and as our Director of Legal & Monitoring Officer you will build on these by strengthening our large (130+) legal team to support the vast array of services and ambitions of the Council: and inspire the transformation of our governance and services.

At the heart of our leadership team, deputising for the Executive Director, and leading our legal, governance and democratic services; this is a rare opportunity, the kind that makes careers.

To find out more, please contact our retained consultants at Penna:

Julie Towers on 077 6479 1736 / Julie.Towers@penna.com

Bruna Varante on 078 5830 6725 / Bruna.Varante@penna.com

Zara Bruton on 077 4398 0867 / Zara.Bruton@penna.com

To apply please click the link below:

<https://execroles.penna.com/>

Job Description



Director of Legal and Monitoring Officer

Grade: B02

Reports to: Executive Director, Corporate Services with a dotted line into the Managing Director

Job context:

Are you ready to make a meaningful impact on one of the most critical periods of Birmingham City Council's future? In a city facing unprecedented financial challenges, Birmingham City Council is seeking dynamic individuals who demonstrate the expertise, determination, and unwavering resilience required to ensure the delivery of vital services to our citizens.

Our city, like many others, is grappling with complex economic realities. We recognise the daunting hurdles ahead, but we also firmly believe in the potential for transformation and progress. The economic pressures underscore the urgency of our mission – to safeguard and enhance the wellbeing of our residents.

The city council needs to remain agile and transformational to meet the needs of its citizens, local communities and government imperatives. For one of the largest local authorities in Europe, employing some 10,000 people, change is the norm and service delivery is critical.

Our Leadership Behaviours

- | | |
|---------------------|---|
| Inspires | Passionate and enthusiastic about making a difference.
Motivates self and others to see exciting possibilities for the future of Essex |
| Innovates | Thinks radically, take risks and is prepared to make mistakes when looking for new ways to improve services.
Seeks disappointments as learning opportunities.
Seeks opportunities to challenge and change the status quo. |
| Enables | Builds energised teams and recognises contribution.
Creates an atmosphere of trust, respect and dignity so others feel able to experiment with new or innovative ways of working. |
| Collaborates | Contributes to teams and networks and involves others to deliver shared solutions and services for our customers. Works effectively with partners to join together in a common purpose. |
| Delivers | Develops a quality service by valuing and modelling professional excellence and expertise to enable the delivery of commercially, financially viable services. |

Takes into account diverse customer needs and requirements.

Organisational Behaviours

- Inspires** Displays a passion for making a difference. Creates and shares an ideal image of what we can become and motivates others to see exciting possibilities for the future.
- Innovates** Thinks creatively, takes calculated risks and learns from mistakes. Is curious and challenges the status quo, seeking opportunities for original solutions.
- Enables** Supports and encourages others to experiment with new ways of working in an atmosphere of trust, respect and dignity. Accountable for own development and sharing best practice with others.
- Collaborates** Creates and develops networks and involves others to first understand their point of view and then join together in a common purpose. Crosses internal and external organisational boundaries to improve and deliver shared solutions and services in ways that achieve mutual gain.
- Delivers** Provides a quality service by displaying professional excellence and expertise taking into account diverse customer needs. Seeks best value for money and pursues commercial opportunities as they arise.

Job Purpose:

- As our organisation embarks on a comprehensive recovery and transformation journey, we require an experienced statutory officer responsible for the legal governance of Birmingham City Council. This role is accountable in ensuring the council fulfils its statutory obligations and apply its codes of conduct; this includes investigating and reporting on anything the authority does that could implicate its legal obligations. The Director of Legal and Monitoring Officer is crucial to making sure that citizens trust the integrity of local government.
- As a member of the Extended Leadership Team, the role holder will provide leadership, direction and insight to shape and develop a high performing, efficient, enabling and fair Council. The role holder is accountable for protecting the organisation and ensuring its proper conduct and legal administration to enable the organisation to deliver excellent and inclusive services.

Statutory Duties and Strategic Responsibilities

- Be an active member of the Extended Leadership Team, supporting the team to shape and develop a transformative, ambitious and inclusive new Council that delivers an excellent Legal service through a proactive, integrated and successful enabling function.
- Lead the development and implementation of necessary governance frameworks that protect the organisation and enable it to minimise risks and operate within and comply with all legal, constitutional and democratic requirements. This includes the Regulations of Investigatory Powers Act 2000 (RIPA).

- Lead the development and implementation of the Monitoring Office and Legal function's strategy, plans, objectives, policies, systems and processes to deliver council priorities, ensuring they meet internal and external reporting requirements and comply with external legislative and regulatory frameworks.

Service Accountabilities

1. Exercise the statutory responsibilities as the Monitoring Officer of the Council in a manner that enhances the overall reputation of the Council, with responsibility for the provision of expert legal advice to safeguard and protect, so far as is possible, Members and Officers whilst acting in their official capacities, from legal difficulties and/or criminal sanctions.
2. Be responsible for Information Governance across the organisation, including robust management of the risks involved in handling of information and compliance with GDPR requirements.
3. Work with Directorates to put proper governance/transparency at the heart of service design and decision making, removing barriers, and enabling staff to be innovative, collaborating with stakeholders across departmental and organisational boundaries to design joined-up services that are efficient and effective with the core outcome of enabling residents and communities.
4. Procure external legal advice including specialist legal services and Counsel's opinion and/or representation in consultation with the relevant client officer and within the financial constraints of any approved budget for the procurement of such services.
5. Ensure the development and use of appropriate case management reporting systems to measure and report on the performance of the Service against relevant Service Level Agreements and Local Performance Indicators.
6. Obtain and then maintain appropriate accreditation for the Legal Service.
7. Support the Council's strategic response in ensuring that it meets current and future requirements to publish data on its activities and be proactive in developing systems to achieve the optimisation of transparency in relation to the Council's activities and that the information provided is robust and accurate.
8. Manage and develop the broader governance agenda, ensuring that the Code of Corporate Governance remain updated and widely disseminated across the council's officers and Members; and put in place arrangements to monitor adherence to the Code, and to prepare the Annual Governance Statement for inclusion in the Council's accounts.
9. To ensure that arrangements are in place and regularly updated, for the actions of the Council in fulfilment of its duties and responsibilities, to be fully compliant with legislation, regulatory requirements, case law and best practice.
10. Make arrangements for the Council to be advised in respect of all Data Protection Act, Freedom of Information Act 2000 and Environmental Information Regulations 2004 matters including the handling of all Subject Access Requests and ensuring that the Page 3 of 5 JD Template August 2012 Council meets its statutory obligations under the DPA 1998.
11. Inspire, motivate, and develop functional leaders and staff, to create a modern and learning culture that enables staff to perform at their best and therefore both deliver excellent services to residents as well as retain and attract the best talent for the Council.
12. Ensure the Legal function uses all available resources in the most efficient and effective way that represents excellent value for money, managing functional budgets and ensuring services are continuously improved to see if they can be delivered in a more cost effective and streamlined way.
13. Identify trends and developments in Legal Services, anticipating future issues, promoting innovative and creative new approaches that illustrate an understanding of the 'system wide

picture', and positively challenging current thinking to deliver an outstanding experience across all of BCC.

- 14.** Work with the Cabinet and the relevant Member portfolio holder as the Council's expert on Legal matters, to provide advice, guidance, clarity and insight into functional delivery and performance.

Person Specification
Job Title Director of Legal and Monitoring Officer

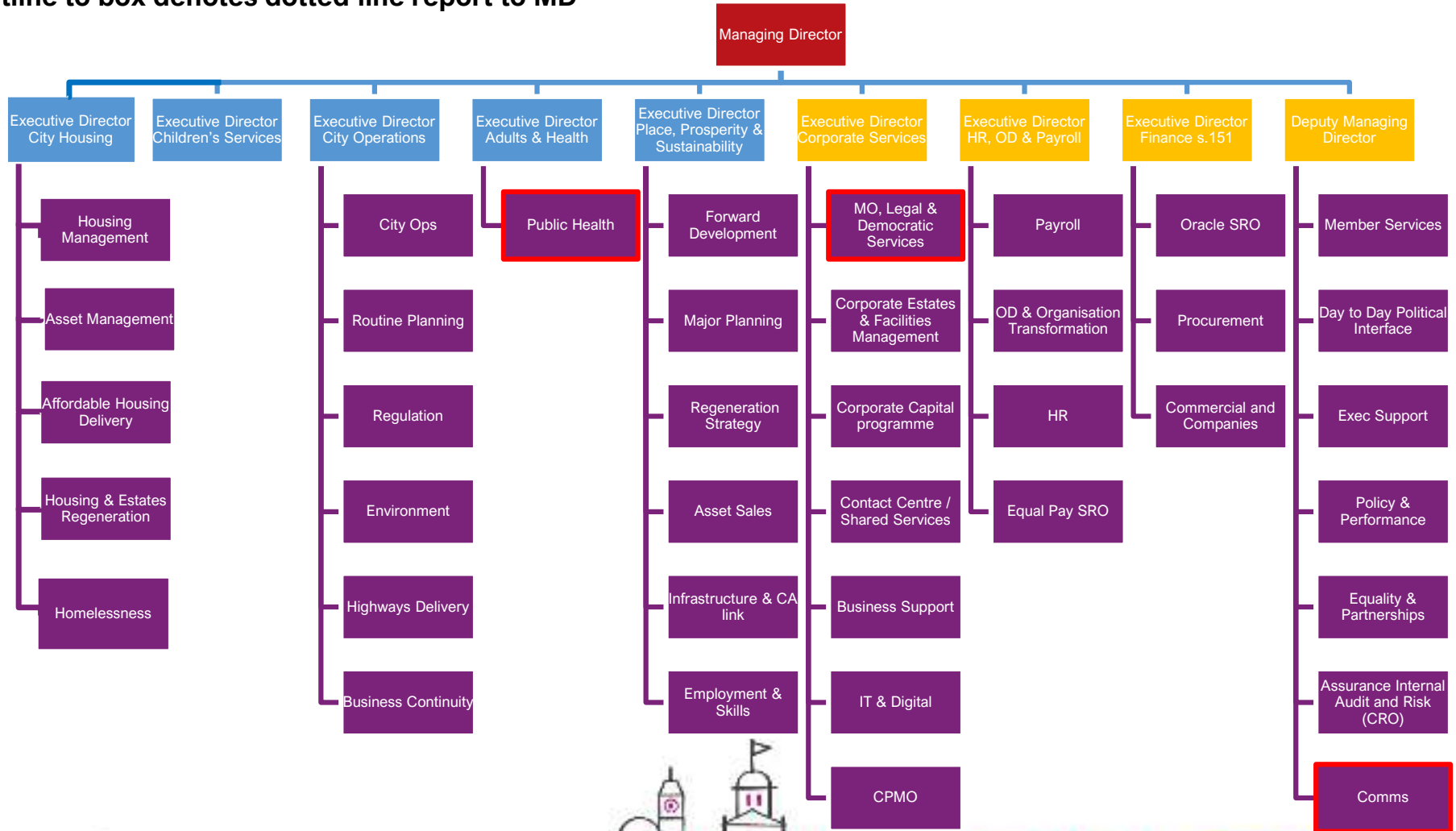
Technical	A	B	C
Solicitor, Barrister or Fellow (or equivalent) of the Institute of Legal Executives qualified to practice, and/or leadership and management qualifications with demonstrable continuing professional development (Membership of relevant professional bodies desirable).	✓		✓
Experienced in providing legal services at a senior level, with a breadth of understanding of all areas that the role covers, and experience of being the designated Monitoring Officer in a Local Authority.	✓		✓
Experience of shaping Legal Service strategy and objectives, covering a range of services.	✓		✓
Experience of leading a function or department within a large, complex, and diverse organisation.	✓		✓
In-depth understanding of regulations/legislation and best practice within the Legal services area arena and the wider sector, with a thorough understanding of national and local government.	✓		✓
Able to foster an innovative mindset that drives an ambitious and inclusive way of working and empower staff to see continuous learning as a positive that drives better solutions and outcomes.	✓		✓
Strong organisational and political acumen, with the ability to work with elected Members and interest groups to build consensus and shape services.	✓		✓
Experience of creating long lasting relationships and being able to work across departmental and organisational boundaries to collaborate with and influence key stakeholders, building support for ideas and initiatives behind the scenes to support the implementation of solutions across other public bodies, government and the private sector.	✓		✓
Excellent commercial acumen and financial management skills.	✓		✓
A successful track record of in developing and implementing performance management, quality control and other appropriate review processes.	✓		✓

Knowledge and Experience

 Evidenced by: **a:** application form **b:** test **c:** interview

Senior Leadership Structure with high level functions

*Red outline to box denotes dotted line report to MD



How to Apply

This guidance contains important information to help with your application:

- Please apply by submitting a CV and Covering Letter (no more than four sides of A4 in length per document aligned to the person specification). Please also include your contact details.
- Please ensure your full employment history is outlined in your CV; and that where there are essential criteria, competencies and/or qualifications you make clear how you meet these. We may wish to verify this information during the recruitment process.
- Please provide the details of two referees. Note that we will only approach referees for candidates proceeding to final selection and only with your permission. Please clearly indicate whether we can approach each referee before the selection date.
- Please share with us in your supporting statement, the values and behaviours that you bring to your leadership, and how you will transfer your skills and experience into this role.
- Please complete the Equal Opportunities Monitoring Form when you upload your details.
- Please return your application by the closing date – no applications will be accepted once the long listing process has begun.
- Following long listing, you will be contacted directly by a Penna consultant to update you on the status of your application.
- At any point throughout the process our retained consultants at Penna will be happy to help you with information, insight and guidance about the process and our clients.

The following timetable sets out the key dates in the recruitment process:

Date	Activity
Closing Date	31 st October 2024
Longlist Meeting	W/C 4 th November 2024
Preliminary Interviews	W/C 18 th November 2024
Shortlist Meeting	29 th November 2024
Final Panel Interviews	19 th December 2024

To apply for this role, please click the link below:

<https://execroles.penna.com/>

For further information or confidential discussion, please contact **Julie Towers on 077 6479 1736, Bruna Varante on 078 5830 6725 or Zara Bruton on 077 4398 0867 / Zara.Bruton@penna.com**