

# CANDIDATE BRIEFING PACK

Director of Legal and Monitoring Officer

Prepared for Birmingham City Council

October 2024



Penna

FIND | EXCITE | SECURE

## Contents

1. Introduction .....	Page 3
2. Editorial – Joanne Roney, Managing Director of Birmingham CC .....	Page 4
3. Advertisement .....	Page 5
4. Job Description/ Person Specification .....	Page 6 - 10
5. Senior Leadership Structure Chart .....	Page 11
6. Benefits .....	Page 12 - 13
7. How to Apply .....	Page 14

## 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**



# Birmingham City Council – various roles

**B**irmingham City Council needs no introduction. The largest council in Europe covering a population of 1.1 million people, a global city – it is diverse, vibrant and has some big ambitions for the future.

The challenges faced by the council have been well documented. It is currently under Government intervention, working with commissioners to fix its finances and address the past issues it has faced, but it is making progress at pace.

New managing director Joanne Roney has just arrived – a vastly experienced leader, fresh from her post as chief executive of Manchester City Council and back in the city where she started her career.

She explains: 'The challenges for Birmingham City Council have been well rehearsed. We are still working with commissioners, 18 months into a programme of improvement and recovery and we are well on the way. We have tackled some of those big, fundamental issues that led to the intervention, and we are stabilising our finances.'

'My first priority is to work with the commissioners to complete the improvement journey.'

That will mean resolving the equal pay structure, implementing the Oracle software system and getting the finances on track – the issues that caused the intervention in the first place.

Now she is recruiting a new team to help push the organisation forward – a deputy managing director and four executive directors covering adult services, growth, corporate services, and finances respectively.

She tells *The MJ*: 'We need to bring about large-scale transformation at pace, and we need a senior management team that is experienced at transforming services, bringing forward innovation, and leading our very dedicated and committed officer cohort with a passion, drive and energy.'

She describes a council culture where the public service ethos runs deep and there is a determination to deliver the very best for residents following the challenges of the past few years.



As a place, she says Birmingham is an incredibly diverse city, adding: 'If you care about celebrating diversity and equality, this is the place to be.'

It will take some of the most experienced and able people in local government to sustain the progress and inject the innovation and excitement that a city like Birmingham deserves. They will need exceptional leadership skills, endless enthusiasm and an iron grip

on services.

They will also need to understand what it takes to deliver on a huge scale, have an acute understanding of governance and the ability to hold themselves and their colleagues to account on the progress they are making.

Roney says: 'We are looking for credible leaders who really know what good looks like.'

The executive director of corporate services is a new role, created to strengthen the corporate core of the council, to transform the processes, the technology and the innovation that will lead to the long-term change that Birmingham needs to deliver world class services for residents.

'It is fundamental to the grip and oversight we need,' Roney explains.

When it comes to the executive director of finance, Birmingham will need someone with experience of a large, complex organisation, who can transform services and drive efficiency savings, while rebuilding stability in the finances.

They will be responsible for the

Oracle implementation, fixing the failed service that contributed to the council's intervention.

As executive director of adult services, candidates would be taking on a strong service covering adult services and public health. With a strong focus on prevention and integration, they will need to transform services to make them financially sustainable for the future.

In Birmingham, the executive director of growth has an opportunity like nowhere else, leading the renaissance of a world city and

putting people at the heart of the economic growth strategy.

Roney says: 'This is the opportunity to join a globally significant city at a critical time. You can make a real difference quickly, and you will be part of turning around one of the most important cities in the country.'

'You would be coming at a time when there is real energy and momentum to improve, with political commitment.'

'These jobs are doable. There is a difficult path ahead, but there is a clear vision of how to get through it and a dedication and commitment from staff that is awe inspiring.'

John Cotton, leader of Birmingham City Council is positive about the path ahead for the council, saying: 'Joanne Roney's arrival as our new managing director and the creation of her new senior team marks the beginning of a key chapter in the recovery journey, as we strive to become the council that the people and communities of Birmingham deserve.'

'We are moving in the right direction, but it's now time to redouble our efforts, and I look forward to working with Joanne's new team to continue our recovery and transformation.'

Max Caller, lead commissioner at Birmingham City Council, adds to this, saying: 'This is probably the most important top team that a local authority has ever recruited. The city council is subject to supervision by commissioners while it rebuilds itself at pace to satisfy directions. The new executive team, under the leadership of new managing director, Joanne, 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-focused services while 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.'

Roney tells *The MJ*: 'This is the biggest leadership challenge that exists in local government, but you will be supported to succeed here, from me and from our politicians.'

'There is a job to do to re-engage with our communities, to restore confidence and put citizens at the heart of what we do. If you are committed to public services and you care about delivering services that really makes a difference to people's lives, this is the time to come here.'

'We want to rethink, reimagining and re-engage. And we want to put Birmingham back on track to be the best global city it can be.' ■



**Joanne Roney – managing director, 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](mailto:Julie.Towers@penna.com)

**Bruna Varante** on 078 5830 6725 / [Bruna.Varante@penna.com](mailto:Bruna.Varante@penna.com)

**Zara Bruton** on 077 4398 0867 / [Zara.Bruton@penna.com](mailto: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**

<b>Inspires</b>	Passionate and enthusiastic about making a difference. Motivates self and others to see exciting possibilities for the future of Birmingham
<b>Innovates</b>	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.
<b>Enables</b>	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.
<b>Collaborates</b>	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.
<b>Delivers</b>	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

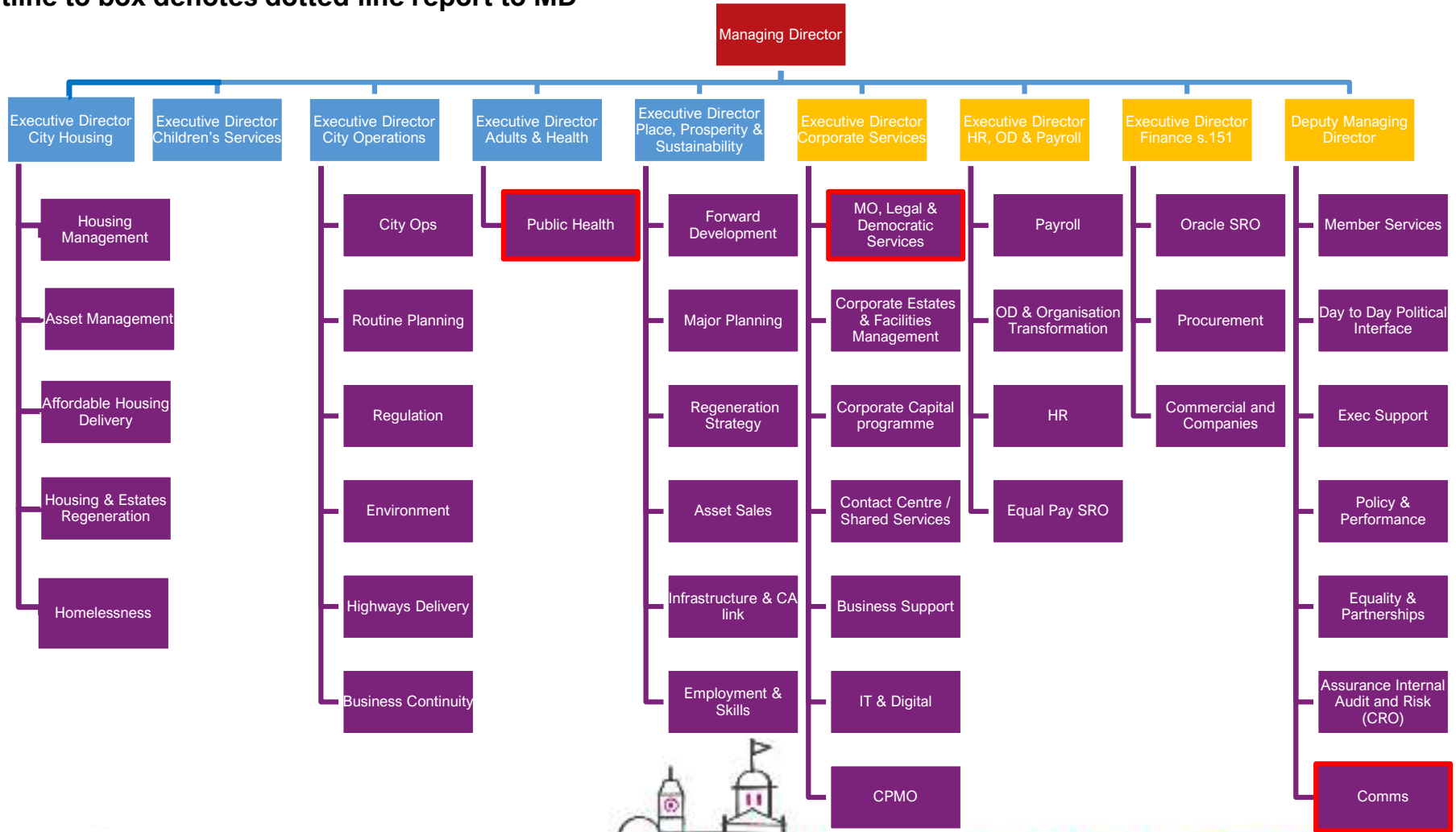
<b>Technical</b>	<b>A</b>	<b>B</b>	<b>C</b>
Solicitor, Barrister or Fellow (or equivalent) of the Institute of Legal Executives qualified to practice, and/or leadership and management qualifications with demonstrable continuing professional development (Membership of relevant professional bodies desirable).	✓		✓
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





Our Future City framework for 2040 is all about empowerment and community. Fair, inclusive, and green, this sets our ambitious and strategic vision to create a vibrant, prosperous, and future-focussed environment where people thrive. We're proud to deliver services to our citizens in ways that help them to be successful. After all, they are our customers.

Our colleagues, our partners and our communities are all realising the benefits of collaboration and service. With our new Managing Director and ambitious leadership team, our City Council will reshape and restart our service delivery. Great councils need great people and our quest to deliver essential services to our citizens means that we need an equally great and courageous workforce made up of people like you with different strengths and ambitions to deliver the Council's services.

#### What it's like to work here

**We're committed to creating an environment that promotes diversity and inclusivity, healthy lifestyle choices, wellbeing, and balance. We're keen to support you and your ambitions at every stage of your career with us and we're proud to give you access to:**

- A range of benefits
- Learning and personal development opportunities
- Employment policies (processes and procedures)

#### We're a socially responsible employer:

- Paying the Living Wage Foundation recommended rates of pay applied as a minimum hourly rate (1<sup>st</sup> Apr 2024 £11.44 per hour)
- Paying our apprentices the same rates of pay as their colleagues
- Creating the Clean Air Zone in Birmingham City Centre and aspiring to be a carbon neutral city by 2030 and supporting our employees to achieve this by offering a range of benefits

#### Let's talk Health and Wellbeing

- **30 days annual leave** – Increases to 33 days after 5 years and 35 days after 10 years, plus option to purchase additional leave
- **Access to voluntary benefits providers that support health, wellbeing and making the most of your leisure time**
- **Family friendly policies e.g., maternity/adoption, paternity, shared parental leave, carers' leave**
- **Health and wellbeing support networks** e.g., independent, and confidential employee assistance and counselling, occupational health, etc.
- **Employee communities and support groups** including Corporate Black Workers Support Group, Disability and LGBT+ Networks, Menopause Support Forum, etc.
- We are a **disability confident employer**
- We subscribe to the **Vercida** jobs platform, which encourages potential colleagues to **find out what it's like to work here**



### Moving towards being an agile organisation

If you're thinking of joining us, then you'll need to know where you'll be working. We're proud of what we've achieved already, although some changes are ongoing. Here's what you need to know:

- Opportunities for **24/7 flexible working**, compressed hours or term-time working may be available
- **Remote** working (our future standard) and **home** working
- Locality-based work hubs with **touch down facilities**, workstations, **collaboration, and breakout spaces** for **teamworking and socialising**
- We utilise **Microsoft collaboration tools** and software; training is available
- Many of our **office locations are within the City centre**, close to all public transport options and other amenities
- **Relocation assistance may be available** for colleagues needing to relocate to the City

### And now we've got you interested, we also offer

- **Membership of job-related pension scheme**, West Midlands Pension Fund or Teachers' Pensions, with generous employer contributions
- Job-related **allowances** paid
- Payment of your **professional fees** where it is a legal requirement of the role
- Access to 'My Rewards' – **over 800 individual brands providing discounts and savings** including high street stores, supermarkets, utility, and insurance providers, as well as great days out ... to name but a few!
- Opportunities to join great **salary sacrifice schemes** e.g., Cycle to Work, Annual Travel and Car Parking, as well as making the most of Tax and National Insurance savings (additional schemes to launch soon)

### To help with your learning and personal development

We actively promote annual appraisals for all and support you to be the best that you can be through access to:

- Training and development programmes to meet your needs and the needs of our Services
- Coaching and mentoring programmes
- Our online learning platform offering a broad range of accessible e-learning modules and courses
- Secondment opportunities to support your development

## 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
<b>Closing Date</b>	31 <sup>st</sup> October 2024
<b>Longlist Meeting</b>	W/C 4 <sup>th</sup> November 2024
<b>Preliminary Interviews</b>	W/C 18 <sup>th</sup> November 2024
<b>Shortlist Meeting</b>	29 <sup>th</sup> November 2024
<b>Stakeholder Roundtable</b>	W/C 9 <sup>th</sup> December 2024
<b>Final Panel Interviews</b>	19 <sup>th</sup> 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**