

Role Profile

Service:	Governance Service, Assurance Group
Location:	2 Bristol Avenue, Colindale / Hendon Town Hall
Job Title:	Governance Officer
Grade:	Grade I
Post No:	511434
Contract:	Permanent
Reports to:	Head of Governance

1. Purpose of Job

Committee Administration

- To be a leading point of contact for Members, officers and the public on matters relating to the formal decision-making process, and to provide advice and guidance on all matters relating to governance matters (Council, Cabinet, committees, quasi-judicial bodies, boards/panels, delegated decision making and the Constitution) across council service areas and key delivery partners.
- To proactively engage the organisation on governance matters, enabling decision making to take place in the context of a diverse organisational structure.
- To ensure that decision making is based on sound legal practice and in accordance with the Constitution.
- To contribute to the delivery of the Governance Service Plan including leading on or contributing to project work and/or being responsible for specific tasks as instructed.
- To be responsible for leading one or more of portfolio areas to ensure that functions are being delivered in accordance with best practice, local requirements, and the legislative framework.
- To support high profile decision-making bodies (such as Full Council, Cabinet, committees, quasi-judicial bodies, and panels/boards).

Contract Management

- To support the Head of Governance in managing all aspects of the management of shared legal service (HB Public Law).

- To support the Head of Governance with the contract management of the Modern.Gov (Civica) and Auditel (Webcasting and Hybrid Meetings) systems
- To support the drafting of the Annual Governance Statement and Code of Corporate Governance.

2. Key Accountabilities/Duties/Responsibilities:

Role Specific Responsibilities

Contract Management

- To work with the Head of Governance, HB Public Law, and council services to support the following aspects of the council's shared legal service including but not limited to:
 - Contract Management Meetings;
 - LB Harrow / LB Barnet Strategic Monitoring Board meetings;
 - Attend and support meetings between Barnet services and representatives from the HBPL legal practice, escalating issues as appropriate;
 - Attend legal services budget monitoring meetings;
 - Process legal hours and disbursements to services;
 - Attend HBPL User Group meetings with the Head of Governance;
 - Support review and extension of Inter-Authority Agreement as required.
- To organise and support quarterly contract management meetings with Modern.Gov (Civica) and Auditel in accordance with the contracts for both suppliers.

Other

- To work with council services, the Head of Governance, Executive Director Assurance, Assistant Director Assurance and Head of Governance to draft, review and update the Annual Governance Statement and Code of Corporate Governance for reporting to CMT and the Governance, Audit, Risk Management and Standards Committee.

Committee Administration

- To proactively prepare and co-ordinate agendas and reports in consultation with the appropriate officers and the Leader, Cabinet Members, Committee Chairs in respect of Council, Cabinet, committees, quasi-judicial bodies, and panel/board meetings. Ensure that work is organised and managed in accordance with statutory requirements, the Constitution, within budget and that deadlines and performance targets are met.
- To attend meetings during and outside normal office hours, record decisions accurately and give professional advice on governance and constitutional matters and ensuring that minutes are approved and published promptly and agreed follow up action is taken

- Develop systems and processes to ensure that the Council's business is effectively forward planned and that the decision-making process facilitates prompt and timely decision making.
- To highlight constitutional or procedural issues which may give rise to inconsistency of practice across the service, governance issues, reputational considerations, and to identify solutions to those issues and then achieve buy-in and implement.
- To participate in relevant professional networks and undertake continuous professional development to ensure that knowledge, skills, and experience are continuously kept up to date enabling best practice to be implemented locally.

3. Financial Responsibilities:

To work with the Head of Governance and Finance Business Partner on the management of the Legal Service Budget

4. Health and Safety Responsibilities

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

6. Flexibility

To deliver the service effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. Such duties will fall within the scope of the post, at the appropriate grade.

The post holder will be required to work flexibly between council sites (Colindale, Hendon Town Hall, touch down bases and external meeting venues) and home, plus work in accordance with the Governance Services' agreed Team Principles.

The post holder will be expected to travel to Hendon Town Hall and around the London area.

As most meetings fall in the evening, the post holder will need to work flexible hours in accordance with locally agreed arrangements. The post holder will be expected to exhibit a high degree of flexibility in relation to service delivery, taking the initiative to cover report clearances, agenda publications or attend evening meetings where cover issues arise at short notice.

7. The Council's Commitment to Equality

The post holder will through the delivery of the Governance Service seek to deliver the Council's commitment to equality of opportunity both in the provision of services and as an employer. This will include but not be limited to promoting equality in the workplace and in the services the Council delivers and ensuring through the report clearance process that equalities considerations have been given due regard.

8. Information Security

To protect the confidentiality, integrity, and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council's Information Security Policy

To be overall responsible for ensuring that the Governance Service ensures that a high level of confidentiality is maintained in all aspects of work, particularly the handling of personal and sensitive information in relation to committees, Member conduct matters, school appeals and licensing sub-committees, and handling of exempt committee papers.

PERSON SPECIFICATION

Job Title	Governance Officer
Location:	2 Bristol Avenue, Colindale and Hendon Town Hall
Directorate:	Assurance and Public Protection
Department:	Governance
Grade:	I
Salary Range:	
Reports to:	Head of Governance

Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Relevant degree or equivalent by experience	Essential	Application/Interview
Is a member of the Association of Democratic Services Officers (ADSO)	Desirable	Application/Interview
Experience & Knowledge		
Can evidence participation in relevant professional networks	Desirable	Application/Interview
Contract management experience	Desirable	Application/Interview
Experience of managing contractual relationships with external service suppliers to support the delivery of high-quality services	Desirable	Application/Interview
Experience and/or understanding of local authorities' decision-making processes and the context in which they operate	Essential	Application/Interview
Strong understanding of the local government policy environment and the performance framework in which local public services operate	Essential	Application/Interview

Extensive knowledge of the Member level decision making structure	Essential	Application/Interview
Identifying legislative or practice changes which will have an impact on service delivery and/or the constitution and taking proactive steps to manage these	Desirable	Application/Interview
Experience of managing committees	Essential	Application/Interview
Contract Management		
Experience of managing contractual relationships with external service suppliers to support the delivery of high-quality services (desirable)	Essential	Application/Interview
Local Government Decision Making		
Experience and/or understanding of local authorities' decision-making processes and the context in which they operate (essential)	Essential	Application/Interview
Strong understanding of the local government policy environment and the performance framework in which local public services operate (essential)	Essential	Application/Interview
Extensive knowledge of the Member level decision making structure (essential)	Essential	Application/Interview
Experience of managing committees (essential)	Essential	Application/Interview
Identifying legislative or practice changes which will have an impact on service delivery and/or the constitution and taking proactive steps to manage these (desirable)	Desirable	Application/Interview

Political Awareness		
Ability to work effectively and establish positive relationships with Members and senior officers in a way that establishes confidence, credibility and trust and manage and facilitate effective Member-Officer relations (essential)	Essential	Application/Interview
An awareness of significant local and national political issues and how they might affect Barnet's governance arrangements and the ability to deal with the effectively and impartially (desirable).	Desirable	Application/Interview
IT Skills		
Able to use shared drives and MS Office software to support the effective management of Governance Service contracts (essential)	Essential	Application/Interview
Able to fully utilise standard Microsoft Office products (essential) and an understanding of governance related software (desirable)	Desirable	Application/Interview
Able to support Members, colleagues, partners, and the public to make best use of IT to support savings targets and promote flexible working practices (desirable)	Desirable	Application/Interview
Communication and Influencing		
Communicate and influence, working effectively within the team and as part of working groups and projects (essential)	Essential	Application/Interview
Ability to work unsupervised and has logical thought processes and ability to analyse complex information streams (essential)	Essential	Application/Interview
Able to work flexibly as part of a team (essential)	Essential	Application/Interview

Caring for people, our places and the planet

To work collaboratively with the Head of Governance, Principal Governance Officers and Principal Overview & Scrutiny Officers to provide advice, guidance and support as required.	Essential	Application/Interview
Time Management		
Ability to manage time effectively to maximise productivity (essential)	Essential	Application/Interview
Ability to manage multiple and competing priorities and prioritise effectively (essential)	Essential	Application/Interview
Problem Solving		
Analytical approach to problem solving and ability to identify practical solutions (essential)	Essential	Application/Interview
Ability to determine whether issues should be resolved under own initiative or escalated to management (essential)	Essential	Application/Interview
Dealing with complex issues or enquiries with minimal supervision (essential)	Essential	Application/Interview
Customer Focus		
Strong focus on understanding and meeting the customer's needs particularly in the context of managing the interface with the public at committee meetings (desirable).	Desirable	Application/Interview
Respecting Others		
Ability to maintain discretion and confidentiality (essential)	Essential	Application/Interview

Caring for people, our places and the planet

Change Management		
Able to make sound and timely decisions based on an analysis of the relevant information and deliver innovative solutions to problems (desirable)	Desirable	Application/Interview
Understand the processes of change and how to engage Members and officers in these processes (desirable)	Desirable	Application/Interview
To be proactive in engaging with team, directorate or corporate change programmes or initiatives (essential).	Essential	Application/Interview
Influencing & Negotiation		
Strong interpersonal skills and ability to challenge, support, influence and engage Members, officers, and peers (essential) Ability to build relationships and trust at several different levels (essential)	Essential	Application/Interview
Ability to draft reports for Council Management Team or committees relating to areas of special responsibility (desirable).	Desirable	Application/Interview
Working in partnership		
Cross-Barnet Working		
Identifies opportunities for co-operation and interdependency across groups.	Desirable	Application/Interview
Actively contributes to the creation of an open and interdependent culture.	Desirable	Application/Interview
To manage issues linked to the council's diverse delivery arrangements to ensure that the work of the service is not adversely impacted by partners	Desirable	Application/Interview
External Partnership Working		
The ability to develop proactive solutions to issue, achieve buy-in and implement to ensure a culture of continuous improvement is embedded in the team	Desirable	Application/Interview

Leadership		
Able to make decisions at an operational/tactical level (essential)	Essential	Application/Interview
Assist with the promotion of governance objectives and live the values of the Council (essential)	Essential	Application/Interview
Management & Performance		
A confirmed track record of achieving targets and performance standards (essential)	Essential	Application/Interview
Commitment to a culture of continuous improvement (desirable)	Desirable	Application/Interview
Commitment to continuous professional development (desirable)	Desirable	Application/Interview
Thoroughness and attention to detail (essential).	Essential	Application/Interview
Communication skills		
Able to communicate effectively, written and verbal, with Members, officers and customers at all levels	Essential	Application/Interview
Fully understands national and local influences on the organisation and their implications for the future delivery of services	Desirable	Application/Interview