

Role Profile

Job Title:	Principal Governance Officer
Location:	2 Bristol Avenue, Colindale and Hendon Town Hall
Department:	Governance Service
Directorate:	Assurance and Public Protection
Grade:	Grade K
Type of Working:	Hybrid Working
Reports to:	Governance Manager

1. Job Purpose:

- 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) with minimal supervision.

2. Key accountabilities:

- 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 or reputational consideration, 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 local.

3. 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
- Identify health and safety issues or concerns as they relate to Members and the Governance Service and to lead on addressing these in consultation with the Head of Governance and Health & Safety Team.

4. 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

- 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 reports.

5. Flexibility

- In order 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, however, will fall within the scope of the post, at the appropriate grade.

Caring for people, our places and the planet

- 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.

6. The Council's Commitment to Equality

- To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.
- The post holder will through the management 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.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Relevant degree or equivalent by experience	Essential	Application and /Interview
Is a member of the Association of Democratic Services Officers	Desirable	Application
Can evidence participation in relevant professional networks	Desirable	Application
Experience & Knowledge		
Local Government Decision Making		
Experience and/or understanding of local authorities' decision-making processes and the context in which they operate	Desirable	Application and /Interview
Strong understanding of the local government policy environment and the performance framework in which local public services operate.	Desirable	Application and /Interview
Extensive knowledge of the Member level decision making structure	Desirable	Application and /Interview
Experience of managing committees	Desirable	Application and /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 and /Interview
Political Awareness		
An awareness of significant local and national political issues and how they might affect Barnet's governance	Desirable	Application and /Interview

arrangements and the ability to deal with these effectively and impartially		
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	Application and/ Interview
Skill & Ability		
IT Skills		
Able to fully utilise standard Microsoft Office products (essential) and an understanding of governance related software	Desirable	Application and/ Interview
The ability to support Members, colleagues, partners, and the public to make best use of IT to support savings targets and promote flexible working practices	Desirable	Application and/ Interview
Communication and influencing		
Communicate and influence, working effectively within the team and as part of working groups and projects	Essential	Application and/ Interview
Ability to work unsupervised and has logical thought processes and ability to analyse complex information streams	Essential	Application and/ Interview
Able to work flexibly as part of a team	Essential	Application and/ Interview
To work collaboratively with the Overview & Scrutiny Manager and Principal Overview & Scrutiny Officers by providing advice, guidance and support as required.	Essential	Application and/ Interview
Time management		
Ability to manage time effectively to maximise productivity	Essential	Application and/ Interview
Ability to manage multiple and competing priorities and prioritise effectively	Essential	Application and/ Interview
Problem solving		
Analytical approach to problem solving and ability to identify practical solution	Essential	Application and/ Interview
Ability to determine whether issues should be resolved under own initiative or escalated to management	Essential	Application and/ Interview
Dealing with complex issues or enquiries with minimal supervision	Essential	Application and/ Interview
Customer Focus		

Strong focus on understanding and meeting the customer needs particularly in the context of managing the interface with the public at committee meetings	Desirable	Application and/ Interview
Respecting Others		
Ability to maintain discretion and confidentiality	Essential	Application and/ Interview
Change Management		
Able to make sound and timely decisions based on an analysis of the relevant information and deliver innovative solutions to problems	Desirable	Application and/ Interview
Understand the processes of change and how to engage Members and Officers in these processes	Desirable	Application and/ Interview
To be proactive in engaging with the team, directorate or corporate change programmes or initiatives	Essential	Application and/ Interview
Influencing & Negotiation		
Strong interpersonal skills and ability to challenge, support, influence and engage Members, officers, and peers	Essential	Application and/ Interview
Ability to build relationships and trust at several different levels	Essential	Application and/ Interview
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 and/ Interview
Communication Skills		
Able to communicate effectively, written and verbal, with Members, officers and customers at all levels	Essential	Application and/ Interview
Ability to draft reports for Council Management Team or committees relating to areas of special responsibility	Desirable	Application and/ Interview
Leadership		
Able to make decisions at an operational/ tactical level	Essential	Application and/ Interview
Assist with the promotion of governance objectives and live the values of the Council	Essential	Application and/ Interview
Management & Performance		
A confirmed track record of achieving targets and performance standards	Essential	Application and/ Interview

Commitment to a culture of continuous improvement	Desirable	Application and/ Interview
Commitment to continuous professional development	Desirable	Application and/ Interview
Thoroughness and attention to detail	Essential	Application and/ Interview
Working in Partnership		
Cross-Barnet Working		
Identifies opportunities for co-operation and interdependency across groups.	Desirable	Application and/ Interview
Actively contributes to the creation of an open and interdependent culture.	Desirable	Application and/ 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 and/ Interview
External Partnership Working		
Fully understands national and local influences on the organisation and their implications for the future delivery of services	Desirable	Application and/ Interview
Values & Behaviours		
Caring		
Integrity- I work with customers and colleagues in a way that builds trust.	Essential/Desirable	Application and/ Interview
Empathy- I say "thank you" and "well done" where appropriate	Essential/Desirable	Application and/ Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential/Desirable	Application and/ Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential/Desirable	Application and/ Interview
Agile-I am fully empowered to act within the scope of my role	Essential/Desirable	Application and/ Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential/Desirable	Application and/ Interview
Inclusive		

Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential/Desirable	Application and/ Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential/Desirable	Application and/ Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential/Desirable	Application and/ Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential/Desirable	Application and/ Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential/Desirable	Application and/ Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential/Desirable	Application and/ Interview