

JOB DESCRIPTION

Job title: Head of Governance and Monitoring Officer
Directorate: Corporate Strategy
Grade: 8

JOB CONTEXT / DIMENSIONS / RELATIONSHIPS:

Reports to: Authority and Chief Executive
Manages: Governance and Executive Support Team/Senior Governance Officer
Liaison with: All relevant stakeholders, internal and external

JOB PURPOSE

- Deliver the statutory functions of the Monitoring Officer as set out in section 5 of the Local Government and Housing Act 1989
- Lead the preparation, review and implementation of the SDNPA's Governance and standards frameworks and associated requirements and processes.
- Lead, manage and develop the Governance and Executive Support teams.

KEY ACCOUNTABILITIES:

- Carry out the statutory functions of Monitoring Officer in relation to:
 - any contravention or likely contravention of any enactment or rule of law, maladministration, or injustice.
 - advising the Authority, the Standards Committee, and Members on standards matters and, as required, leading any investigation and reporting on allegations of misconduct under the Member Code of Conduct.
 - commission external advice as appropriate.
- Promote high standards of conduct across the Authority and ensure that Members and officers are made aware of the requirements on them under the relevant Code of Conduct and that appropriate training is delivered as required.
- Ensure the Authority maintains up to date statutory registers as required and that process are in place to ensure organisational compliance with governance requirements.
- Advise and work collaboratively with Members and officers on the application of the Authority's powers and functions in law with a view to supporting innovation.
- Lead on the preparation, review and implementation of the Authority's Standing Orders, Codes of Conduct, Local Code of Corporate Governance, Annual Governance Statement, and other such documents as make up the Authority's governance and standards framework and provide advice to Members and officers on these.
- Lead the Authority's response to any action or investigation required by the Local Government and Social Care Ombudsman.
- Lead the SDNPA's strategic approach to risk management and manage the SDNPA's corporate risk management processes and reporting.
- Lead the SDNPA's business continuity arrangements.
- Lead and manage the delivery of services to Members ensuring that they receive support to make a full and effective contribution to the work of the NPA, make timely and effective decisions, and comply with statutory responsibilities in relation to decision-making.

- Lead, manage, motivate and develop the Member Services and Executive Support teams to ensure they are able to deliver the best service to meet the SDNPA's statutory obligations and organisational aims and objectives.
- Commission and manage any contracts for legal services as required to ensure the SDNPA receives appropriate advice and support and is aware of the best legal practice and emerging issues.
- Provide company secretarial services to bodies established by the NPA as required.
- Prepare and present reports to the Authority and its committees on matters within the duties and areas of responsibility of this role.
- This is a politically restricted post as defined by the Local Government and Housing Act 1989
- Other duties requested by the SDNPA in line with the grading of this post.

CORPORATE RESPONSIBILITIES

Maintain awareness of and compliance with the ethical, legal and policy framework within which the organisation operates including, but not limited to:

- Authority Purposes and Duty
- Performance Development Review Scheme
- National Park Circular 2010 and any subsequent updates
- Data Protection requirements including General Data Protection Regulations (GDPR)
- Freedom of Information Act
- Officers Code of Conduct
- Member/Officer Protocol
- Health and Safety Policies and Procedures
- Equality and Diversity Policy
- Information Technology User Policy
- Information Security Policy
- All policies/procedures and guidance related to the designated role