

## Job Description

<b>POST TITLE</b>	Governance Manager	<b>POST NO:</b>	GL5100
<b>SERVICE UNIT</b>	Legal and Democratic Services	<b>GRADE:</b>	14
<b>JOB EVALUATION</b>	A80	<b>JOB FAMILY</b>	If applicable
<b>RESPONSIBLE TO:</b>	Head of Legal and Democratic Services		
<b>RESPONSIBLE FOR:</b>	Employees in the Democratic Services Team		
<b>LOCATION</b>	Burnley Town Hall	<b>STATUS</b>	Middle Manager

### Job Purpose

Ensuring the effective operation of the Council's democratic governance arrangements by leading the delivery of high-quality decision-making support, providing professional advice to elected members and officers, management of elections and electoral registration service and ensuring that all governance processes comply with statutory requirements and best practice.

To ensure that effective working relationships are maintained between officers and elected members, and that members development needs are met.

To advise on public contract regulations and procurement.

### MAIN DUTIES AND RESPONSIBILITIES:

1. To lead the co-ordination and delivery of all formal Council, Executive, Committee and Sub-committee meetings ensuring agendas, reports and minutes are produced and published in accordance with statutory deadlines.
2. To maintain and develop the Council's constitution and governance framework ensuring documents are legally compliant, up to date and accessible.
3. To manage and develop staff providing democratic, electoral, governance and associated support services.
4. To ensure member development needs are identified and provided through the elected member training programme and to provide support and training to elected members ensuring they are fully equipped to fulfil their roles.
5. To provide advice and guidance on governance and constitutional matters to officers, elected members and other stakeholders.
6. To carry out investigations into the Code of Conduct for elected members.

7. To manage statutory functions such as petition handling, Independent Remuneration Panel administration and community governance reviews.
8. To recommend and implement better ways of working to continuously improve democratic services
9. To ensure the good governance of democratic processes across the organisation, by developing policy and training for staff and members.
10. To act as the link officer in Democratic Services for Freedom of Information Act requests and subject access requests under the Data Protection Act.
11. To provide policy advice on public contract regulations and develop, implement and monitor associated procurement policies, providing supporting guidance.
12. To coordinate and support corporate procurement activity, ensuring good governance is maintained and procurement activity complies with all relevant legislation
13. To undertake all management responsibilities for employees within the service
14. To manage and monitor service budgets in conjunction with the Finance Business Partner.
15. To support the Head of Service in the preparation, implementation and monitoring of the unit's service plan and other service-wide plans
16. To act as Emergency Controller for the Town Hall in relation to Fire and other emergency evacuations
17. To contribute to the creation and maintenance of the highest levels of management standards of service in the Unit having regard to the Council's TEAM values.
18. To act as a trustee of the Mayor's Charity
19. To undertake other duties and responsibilities as may be required from time to time and which are commensurate with the salary grading of the post.
20. To undertake personal development and training relevant to the duties of the post.

### **Health & Safety**

Line Managers are required to provide a working environment that is safe and without risks to the health, safety and welfare of employees and others who may be affected. This is in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

## **Politically Restricted Posts**

This is a Politically Restricted Post within the meaning of the Local Government and Housing Act 1989.

### **Equality Act 2010**

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

### **FOOTNOTE**

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.



**Person Specification**

<b>POST:</b> Governance Manager	<b>GRADE:</b> 14
<b>DIRECTORATE:</b> Legal and Democratic Services	<b>POST NO:</b> GL5100

<b>Selection Criteria</b>	<b>Essential/ Desirable E/D</b>	<b>Method of Assessment</b> Application/Interview/Test Presentation/Production of Certificates <b>A/I/T/P/C</b>
<b>QUALIFICATIONS</b>		
1. Degree or equivalent.	E	A/C
2. ADSO certificate in Democratic Services Knowledge or Diploma or equivalent qualification.	E	A/C
3. ILM3 in Supervisory Management, Coaching and Mentoring or equivalent.	D	A/C
<b>EXPERIENCE</b>		
4. Extensive experience in democratic services or local authority governance.	E	A/I
5. Experience of procurement and contract management	D	A/I
6. Experience of developing and implementing changes in policy and practice organisation.	E	A/I/P
7. Proven experience and track record of working with others to introduce change and continuous improvement.	E	A/I/P
8. Experience of effective management or supervising staff	E	A/I
9. Experience of monitoring and managing budgets	E	A/I
<b>KNOWLEDGE</b>		
10. Extensive knowledge legislation affecting local government decision- making.	E	A/I
11. Knowledge of public sector procurement regulations and best practices	D	A/I
<b>SKILLS AND ABILITIES</b>		
12. Excellent negotiating and influencing skills able to deal with conflict and negotiate effective solutions.	E	I

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13.	Excellent communication skills including ability to prepare and present reports	E	A/I/P
14.	Be an effective and competent leader and manager	E	I
15.	Be able to work as part of a corporate team and on own initiative	E	I
16.	Ability to develop and manage projects and budgets	E	I
17.	Able to deal with high work demands, manage time effectively and meet tight deadlines.	E	I
18.	Effective interpersonal skills in order to create and sustain working relationships with a range of employees and in particular with elected Members	E	I
19.	Ability to work across the organisation and with a wide variety of people and external organisations	E	I
20.	IT literate – willing and able to use information technology (e.g. Microsoft Office, Sharepoint, Teams, Modgov and Proactis)	E	A/I
21.	Ability to operate at a strategic level within the organisation	E	I
22.	Strong organisational and planning skills	E	A/I
23.	Political awareness and ability to work sensitively with elected members	E	A/I
<b>OTHER</b>			
24.	Flexible approach to working hours including attending evening meetings and work outside normal office hours as required.	E	I
<b>The Burnley Way</b>			
<p>Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs. Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives. Further details are contained in the Behaviour Framework</p>			