

## **Decision under Delegated Powers**

These recommendations are in line with extant HR policies.

This Decision reflects a desired amendments to the Head of Governance (formerly Head of Governance and Human Resources) role, prior to a recruitment to replace the existing incumbent.

### **Officer Requesting Decision**

Simon Jackson; Director of Finance, Governance and Contracts

### **Officer Making the Decision**

Rob Mitchell; Chief Executive

### **Recommendations**

1. That post M452, Head of Governance and Human Resources is ended, and a new post titled Head of Governance with a new post reference number is created as required.
2. That the existing post M452 is used to create the new Job Profile for Head of Governance as attached as Appendix A.

### **Reasons**

1. To ensure that the new post title better reflects the duties associated with the role.
2. To ensure that the Job Profile reflects the requirements that the Council will expect of incumbent post holders.

### **Authority for Decision**

Under Section 8 of Constitution the Head of Paid Service (Chief Executive) has delegated authority to agree changes to the establishment, within budget and without major operational disruption or interruption or services or involving a change from direct to indirect provision or vice versa or other policy implications.

## Decision and Date



**Robert Mitchell (he, him, his)**  
**Chief Executive**

18<sup>th</sup> September 2023

## Background

The current post holder has resigned and working his notice period. Following discussion with the Chief Executive and other colleagues it was determined, inter alia that in broad terms, a direct replacement will be sought. However, opportunity has been taken to reflect on the detail of the role and how this may be modified to better reflect the Council's requirements. As a result, it is considered that the role be modified to remove the HR responsibilities embedded within, and that Risk Management responsibilities be added, prior to the recruitment of a replacement staff member taking place.

The revised role has been reviewed in line with Job Evaluation purposes and there no change to the substantive grade (JNC B).

The changes will set out above will result in amendments to the post of Head of Strategy, Transformation and Performance. A separate DD will be created if required to reflect these changes to this role if required.

## Comments from HR

HR Advisor: Anna Cairns (15/9/23)

Summary of Comments from HR: These changes are to change the job title to create a Head of Governance.

HR seen recommendations (both draft and final, if amended): Y

## Financial Implications

The new post is a direct replacement for an existing post and all salary costs will be met within existing budgets.

## Risk Management

No specific risk have been identified in this report.

## Appendices

Appendix A

Key Decision:	No
<i>Date included on Forward Plan</i>	<i>N/A</i>
Background Papers:	None
<i>Does the report contain exempt information?</i>	<i>No</i>

## **AMENDED JOB PROFILE**

### *JOB DESCRIPTION*

<b>JOB TITLE:</b>	<b>Head of Governance and Human Resources</b>
<b>GRADE:</b>	<b>JNC B</b>
<b>SERVICE:</b>	<b>Finance, Governance and Contracts</b>
<b>BASE/LOCATION:</b>	<b>Southfield Road Offices, Loughborough – Agile Working</b>
<b>POST NUMBER:</b>	<b>M452</b>

### **JOB PURPOSE**

- To lead and manage the delivery of the Council's Governance arrangements, ensuring that the Council operates to the highest professional standards in accordance with statutory requirements, guidance, and best practice.
- To act as the Council's Monitoring Officer.
- To act as lead officer for Health and Safety, Business Continuity and Emergency Planning.
- Leads, manages, and develops colleagues and teams effectively to support the provision of excellent services.
- To procure and manage the delivery of effective Human Resources and Health and Safety services through proactive and pragmatic contract management of service delivery with the awarded provider.

### **ROLE SPECIFIC DUTIES & RESPONSIBILITIES**

- Leads and manages the Council's Legal Service, ensuring that the service is modern and forward-thinking.
- Leads and manages the Council's Democratic Service team, ensuring that Council has robust and effective democratic functions, and that Members of the Council are appropriately supported.
- Leads and manages the Elections and Land Charges team, ensuring that the Council meets all legislative and regulatory requirements that the Council's Electoral Register continues to be kept up to date and has the capacity and expertise to deliver elections.
- Provides leadership and direction to the shared Internal Audit service and ensure that the Council has an appropriate level of internal audit.
- Procures and manages the Health and Safety service and ensure that the Council has the appropriate policies and procedures in place to effectively manage health and safety risks.
- Procures and contract manages the Council's Human Resources service including performance monitoring in line with relevant agreements and resolving operational issues working closely with the Charnwood HR Manager.
- Leads and supports processes relating to a range of Human Resource contracts including but not limited to temporary agency workers, occupational health, staff counselling and recruitment.

## **CORE REQUIREMENTS**

- Champions the Vision and Values of Charnwood Borough Council and work with members and staff from across the organisation in the best interests of the residents of the borough and the Council.
- Responsible for managing the strategic and operational performance of services and teams in line with the Corporate Strategy and Service Plans including planning, budgetary processes, and risk management.
- Maintains effective and productive working relationships with colleagues and external partners.
- Leads, manages, and develops colleagues and teams effectively to support the provision of excellent services.
- Drives successful achievement of key projects and initiatives including project management, working groups, continuous improvement, and transformation.
- Ensures that the customer experience is maintained to a high-quality standard and is committed to delivering appropriate services to all service users, inclusively and without discrimination.
- Works collegiately with colleagues.
- Deputise for the Director on specific matters as required.
- Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

## **SPECIAL FACTORS & CONDUCT**

- This job profile sets out the principal duties associated with this post at the time it was drawn up but is not intended to constitute an exhaustive list.
- The postholder will be required to undertake duties and responsibilities as required that are commensurate with this role, and which may vary from time to time.
- The nature of the work may involve the jobholder carrying out work outside of normal working hours. This will include participation in the on call rota and support for civil contingencies/business continuity issues. Additionally, you will be required to provide relevant and appropriate support for corporate events including Loughborough Fair.
- You will be required where necessary to be involved in Civil Contingencies and Emergency Planning issues relating to preparing and responding to relevant incidents or events. This is in addition to corporate requirements including protect and prevent duties within Community Safety and Public Protection.
- This position has been identified as a politically restricted post under the Local Government and Housing Act 1989.
- Conduct of Heads of Service at all times will be bounded by legality, the Council's policies, strategies, constitution, democratic arrangements and the pursuit of equality, efficiency, effectiveness and economy in the design and delivery of services.

## PERSON SPECIFICATION

### Our Values

Our Charnwood Culture Framework is a set of core values that run through the way we work and the way we lead others. Our Leaders and Managers drive the Charnwood culture, demonstrating our values and ensuring the 'essence' of Charnwood is understood by all.



#### **Pride in Charnwood**

**We take pride in our work and our borough and are ambitious for the future.**



#### **Working Together**

**We work together with pace and positivity as one council and in partnership with others.**



#### **Customer Focused**

**We listen to our customers and are focused on delivering excellent services.**

## QUALIFICATIONS

### Essential

- A relevant professional qualification at degree level, or equivalent experience working at a senior management level.

### Desirable

- Evidence of continuing personal and professional development relevant to a senior management role.

## EXPERIENCE & SKILLS

- Significant experience at a senior management level within a complex multi-functional organisation.
- Experience of successfully leading and managing a service in line with the strategic outcomes of the organisation, service plans, and performance management frameworks.
- Experience of service and corporate planning processes.
- Evidence of successful development and implementation of corporate and service policies and strategies that deliver high quality, customer focused services and translate organisational priorities into meaningful outcomes.
- Management of complex budgets in line with the Council's financial policies and protocols.
- Evidence of successful management and delivery of major corporate and programmes/ projects especially those involving transformation, change, resolution of multifaceted issues, and those which are high profile.
- Evidence of developing successful working relationships with Executive Boards/Members, internal and external partners, colleagues, and other stakeholders to deliver shared aims and objectives.

- Ability to lead, motivate, and empower others to achieve high performance in all circumstances, and foster a positive working environment.
- Ability to manage and develop high quality customer focused services throughout the Borough.
- Sound decision-making skills, workload prioritisation, and the ability to find creative and innovative solutions to problems.

## LEADERSHIP BEHAVIOURS

### LEADERSHIP

- Demonstrates vision and passion for the Council and the Borough.
- Embodies the Council's Values.
- Provides effective and timely management and supports colleagues and teams to achieve common goals.

### WORKING WITH OTHERS

- Works successfully and collegiately with colleagues and partners, recognising how provision of services impacts upon others.
- Proactively identifies and maximises opportunities to work with partners and communities to deliver high-quality services.
- Motivates others to engage with the Council's strategic priorities.

### CONTINUOUS IMPROVEMENT

- Takes an outcomes-focused approach and uses evidence to underpin decision-making.
- Regularly reviews services to ensure they continue to meet the needs of the Council, stakeholders, and communities.
- Critically evaluates and proposes actions to achieve service improvements and leads on implementation with confidence and commitment.

### CUSTOMER SERVICE

- Integrates the customer experience into service design.
- Promotes a customer-centric organisational culture.
- Appreciates the value of feedback from stakeholders and acts upon this to ensure the needs of diverse communities are met.

### COMMUNICATION

- Communicates with clarity and enthusiasm about the Council and its vision for the Borough.
- Able to use different communication styles and skills to engage others and to ensure directions and ideas are fully understood.
- Displays emotional intelligence and empathy, respecting the needs of others.

### POSITIVITY

- Strives to find the best way to achieve results.
- Demonstrates personal and professional resilience.
- Motivates, inspires, and empowers others to succeed.

### INCLUSIVITY AND DIVERSITY

- Promotes an inclusive working environment.
- Recognises the value of equality, diversity, and inclusion in delivering excellent services.
- Respects the life experiences of others.

Prepared by: Chief Executive

Date: May 2022

Reviewed by: Director Sept 2023