

# EXPLANATION OF ROLE

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| <b>Job Role:</b>          | <b>Director of Assurance</b><br>Designated Statutory Monitoring Officer |
| Role Type:                | Assurance   |
| Role Level:               | LBB4 (£103,846 - £113,846)  |
| Function:                 | Commissioning Group   |
| Accountable to:           | Chief Operating Officer   |
| Budgetary Responsibility: | Circa £3.8 million revenue  |

## Context

The Council adopted a commissioning model in April 2013 which has as a central premise that the primary role of the democratically elected Council is to lead partnerships with local public service providers and other stakeholders to achieve the best possible outcomes for the borough and its residents by commissioning services from the most appropriate providers. The operating model for the Council therefore consists of a Commissioning Group (to work with Members, partners and stakeholders to determine priorities, commission services, and manage contracts), Delivery Units (reflecting a mixed economy of delivery arrangements), and an Assurance Group (to provide strong governance and oversight across the system).

The senior officer leadership is through the Strategic Commissioning Board chaired by the Chief Executive of the Council, with a Strategic Director for Commissioning with primary responsibility for the commissioning of services, and a Chief Operating Officer with primary responsibility for integrated and resident focussed delivery.

Reporting to the Chief Operating Officer, the Assurance Director leads the Council's functions for democratic governance, audit and assurance, anti-fraud, risk management and is the council's lead officer for the legal services contract.

As the Council's Monitoring Officer, this role also has direct reporting to the Council's Chief Executive and provides the leadership and professional management to ensure the highest standards of decision-making, probity and governance across democratic and officer functions.

## **Role Purpose**

To provide vision, leadership and direction to the Council's functions within the Assurance teams and to work as a corporate leader across the Council to deliver our ambition as a Commissioning Council.

To be the lead, competent advisor to councillors in the democratic systems for decisions, probity and accountability of the Council. Providing advice, and where appropriate determining the correct course of action, for councillors in respect of governance (including the development and application of the Constitution).

To be the professional leader of the Council's assurance function to promote good governance, transparent decision-making, assurance of performance and audit, risk management and to ensure accountability and improvement. Ensuring the Council maintains compliance with relevant legislation for the Council's decisions, consultations, public duties and operations.

To be the lead for the Council's legal services, including the instruction for external legal advice and the Council's shared legal services. To ensure the Council is provided with legal advice as appropriate in a timely and accurate manner.

To ensure that effective operation of the Council's anti-fraud measures.

## **Professional Accountabilities**

The Director for Assurance will:





- Be the Monitoring Officer with statutory reporting line to the Chief Executive.
- Provide guidance and challenge to senior stakeholders, including members and officers, to ensure robust decision-making and good governance.
- Provide assurance to the Council and senior officers that decisions are made in line with the Council's governance arrangements (including the council's Constitution) and are recorded and transparent.
- Be the professional lead for the provision of clear, competent legal advice, including the instruction of external legal partners where required. This includes being the Council's strategic lead for the joint-legal services contract.
- To be the professional lead for the custody and development of the Council's Constitution, along with the ethics and probity regimes.
- To ensure the delivery of the internal audit function in line with statutory and other requirements
- Maintain their professional development and fitness to practise (where applicable) to undertake the duties of the role.
- To be part of a wider management team, delivering value for money and the objectives of the Council.

## **Key Accountabilities set against the Barnet Leadership and Behavioural Compete Frameworks**

- *Think Customer:* To ensure that outstanding customer service is being delivered across the Council's services and that staff are focused on achieving the right outcomes first time for customers in their specific roles.
- *Leadership & People Management:* To provide strong, visible leadership in order to motivate, manage and develop staff both within the commissioning group and where appropriate delivery units to deliver a culture of high quality performance and continuous improvement. To proactively build and manage networks and partnerships for the long term, sharing information, building trust and constructively tacking conflict to find win/ win solutions.
- *Democratic Spine:* To regularly report to the Council committees and members to enable them to make informed decisions and to ensure that Growth and Development services and programmes are delivering results according to the agreed strategy, outcomes and service level agreements.
- *Financial & Risk Management:* To manage the functions or the role commissioning budgets within agreed financial parameters, and ensure that services operate in compliance with relevant legislation, statutory duties and Council policies to manage risk appropriately. To create a culture of risk management, rather than risk aversion, enabling others to confidently take calculated risks without blame if things go wrong.
- *Market Analysis and Management:* To ensure commercial arrangements provide value for money, are transparent and remain accountable to the Council.
- *Service Expertise:* To provide guidance and direction, acting as both a policy lead and a credible senior leader in interactions with a range of internal and external stakeholders including in a client role.
- *Partnership Building:* To manage partnerships with a range of external stakeholders in order to ensure that organisation continues to harness local opportunities to commission public services of the highest quality within Barnet through developing a shared understanding of the needs and goals and collective commitment to them to help us create joined up solutions which improve outcomes for Barnet's communities.
- *Business and Resource Planning:* To establish and lead clear plans for the development of the Council's Constitution with Councillors, and to place systems that support transparent, robust decision-making through timely, accurate reports and advice to the Council and its committees.
- *Buying and Contract Management:* To manage the partnership for shared legal services in the delivery of high quality advice to the Council. To undertake to deliver value for money in all purchased services.

## Barnet's People Values

The post holder will be expected to deliver the key accountabilities of this role in line with the Council's core value of 'Be Human, Be Collaborative, Value Diversity and Be Trustworthy'

| All managers should role model the values in everything they do, use them to set clear expectations of others, recognise and reinforce positive behaviours, and address any behaviours which are undesirable.  |   |  |  |
|--|---|--|--|
| <b>Be Human</b><br><br><i>People are important and deserve our best</i>   | <b>Be Collaborative</b><br><br><i>By working together we can deliver better services and make the best use of public money</i>   | <b>Value Diversity</b><br><br><i>Our diversity brings strength and adds value</i>  | <b>Be Trustworthy</b><br><br><i>By communicating clearly and honestly about what we can or can't do we inspire trust</i>  |
| <p>We are consistent and sincere in our approach</p> <p>We take ownership of issues</p> <p>We accept that in order to make customers lives easier, we may have to work in a different way</p> <p>We attract, develop and retain the best talent for our organisation</p> <p>We demonstrate a "can-do" attitude</p> <p>Colleagues and customers trust us to give our best</p> <p>We behave in a highly professional manner</p> <p>We approach sensitive situations with a "human touch"</p> | <p>We take time to share knowledge and to support our colleagues</p> <p>We listen and take appropriate action</p> <p>We are forward thinking and deliver services differently where we can to meet customer needs</p> <p>We recognise that the customer is more important than the organisation</p> <p>We work in partnership with others to deliver the most effective solutions</p> <p>We make sure every penny makes a difference</p> <p>We embrace the need for continuous improvement and positive change</p> <p>We are proud of the organisation and our role in achieving the best outcomes for Barnet residents</p> | <p>We value diversity and the unique contributions of others</p> <p>Our approach is inclusive and accessible</p> <p>We believe in equality of opportunity and our behaviours demonstrate this</p> <p>We acknowledge our differences and treat individuals with respect</p> <p>We foster a collaborative and mutually supportive environment</p> <p>We treat others with respect and as we would expect to be treated</p> <p>We value everyone's work and the contribution they make</p> <p>The principles of equality and diversity are embedded into everything we do</p> | <p>Our approach is always customer centred</p> <p>Everything we do we do with integrity</p> <p>We build effective relationships with customers and colleagues</p> <p>We use appropriate ways to communicate with each other and our customers</p> <p>We learn from our mistakes and put things right if they go wrong</p> <p>We relish open and transparent communications with customers and with each other</p> <p>We are creating a trusting, open and inclusive working environment</p> <p>We are honest and inspire trust by saying what we mean, matching our behaviours to our words and taking responsibility for our actions.</p> |

## **Knowledge, Skills and Experience**

### Qualifications

- E - Degree level qualification or professional qualification related to either governance, assurance or legal functions
- E - Evidence of work related continuing professional development
- D – To be a professionally qualified and practising in law.

### Experience and Knowledge

- E – In-depth knowledge and understanding of the statutory, regulatory, policy, strategic and service delivery framework in which local government operates, including decision-making, corporate and public duties, Constitutional matters and governance.
- E – Experience of successfully leading and developing governance and democratic support functions in a local authority or similar setting.
- E – Track record of successful leadership and managerial experience at a senior level, promoting, leading and managing change.
- E- Significant experience of working successfully with Elected or Board members on complex issues, and the ability to work productively and closely with Members and provide clear advice on policy options.
- E- Track record of operating strategically on corporate projects and policy development.
- E – Demonstrable experience of operating a robust standards framework for probity, conduct and public accountability.
- E – A good knowledge of election law and operations.
- E – A good understanding and ability to drive through effective performance management
- E – An understanding and track record of effective community and customer engagement.
- D – Demonstrable experience of partnership working, including the ability to influence and lead corporate multi-agency projects and initiatives effectively.

### Personal Attributes

- E – Positive, committed, adaptable, robust and confident approach
- E – Ability to work under pressure and to motivate other to work quickly, without undue stress and demonstrate a duty of care
- E –Committed to diversity in service delivery and employment and champions the needs of all residents, particularly those with protected characteristics as part of the growth and development agenda.
- E – Customer and communities focussed and committed to delivery of positive outcomes for Barnet residents
- E – Innovative and creative approach to change
- E – Personal integrity
- E – Sound judgment in devising and evaluation options and dealing with complex issues.

E – Essential for the role.

D –Desirable for the role