### Generic Role Profile: Strategic Leadership Level B - Assistant Director

**Role Purpose, Context and Scope:**
- Accountable for developing and directing the corporate activities of the Council at a strategic delivery level.
- Horizon scanning 1-3 years; emerging practices and seek out the latest thinking and innovation across their service areas.
- Work with Councillors in setting and delivering the strategic aims and objectives of the Services they lead.
- Provide strong leadership, direction and guidance to senior managers regarding the allocation of resources, risk management, change management and management behaviours within the services they lead.
- To role model the values and behaviours of the organisation so others can see and hear, and learn from you.
- Lead on developing the capability of the workforce so the organisation has the right skills at the right time in the right place.

#### Indicative Accountabilities:
- To influence and contribute to delivering objectives set out in the Corporate Plan considering the impact of internal and external factors.
- Create and build effective relationships internally and externally with key stakeholders and instil in direct reports the imperative for accountability, responsibility and collaboration with others, for example: Councillors, other Boroughs, the communities we serve and partners.
- Lead and work collaboratively across all service areas with other senior managers (including those from partner organisations and agencies) in order to generate efficiencies.
- Effectively lead and manage staff (set, monitor and evaluate objectives on an annual basis).
- Drive significant cultural change through the corporate infrastructure.
- Be accountable for associated budget and have affordable plans in place to deliver the Medium Term Financial Plan.
- Provide assurance that the services are compliant and performance monitoring is part of the corporate rhythm, and exceptions have robust action plans.
- Lead and work collaboratively across programmes and services areas to ensure effective risk management and organisational resilience, including developing effective procedures to implement the Council’s policy and strategy.
- Be an ambassador for Haringey.

#### Example Job Titles at Level B:
- Assistant Director
- Director of Adult Social Services
- Programme Director Tottenham

#### Indicative Performance Measures:
- Specific measures from the Medium Term Financial Plan.
- Achievement of Council’s Corporate Priorities.
- Achievement of the outcomes within the Council’s Corporate Priorities and Workforce Plan within their service.
- Participate in external assessments e.g. Ofsted, Peer Review.

#### Indicative Dimensions:
- Work involves development of specific service areas and integration of internal services with some integration with external partners.
- Has a prime responsibility for the financial management of specific service area.
- Jobs at this level operate with a wide level of discretion over staffing, resources and decisions provided that actions are consistent with Council policies.
- Can lead and deliver in a political environment.

#### Haringey Values:
- Lives, and can articulate for others, our values: Human ▪ Ambitious ▪ Accountable ▪ Professional

#### Indicative Knowledge, Qualifications, Skills and Experience:
- Deep knowledge of concepts, principles and practices gained through extensive experience and development in a specific field.
- Degree level or equivalent qualification plus substantial post qualifying in specialised field.
- Membership of appropriate professional body by examination e.g. CIPFA, RICS or evidence of continuing professional development (CPD).
- Excellent communication skills.
- Ability to work with high level internal and external stakeholders.

#### Leadership Qualities:
- **Achieving Ambitious Outcomes** – Makes sure that all activities contribute towards the organisation’s vision and goals. Typically looks two to three years ahead.
- **Service Excellence** – Continually strive for a better future. Measures success and takes action to achieve and maintain excellence.
- **Thinks Differently** – Has sharp thinking to look at information in a new way. Comes up with many ideas and advocates change/new approaches. Is comfortable being uncomfortable.
- **Visible Leadership** – Is a corporate leader, showing teams the strategic direction. Understands individuals, what motivates them and how to get the best from people.
- **Work in Partnership; One Council** – Uses initiative to build networks and relationships internally and externally, consulting widely, particularly with residents. Understands the nature of conflict and finds ways to deal with this.
- **Open Communication** - Assertive and influential. Maintains a calm and optimistic tone, and has the confidence to challenge and persevere, even in the face of strong opposition. Listens to and shows empathy for different perspectives.
Job Title and Service Area:

Assistant Director of Corporate Governance (Monitoring Officer)

Role Purpose:

To be responsible for the strategic development, management and provision of the corporate governance framework for the Council. The post holder will be responsible for design and uphold high standards of corporate governance. The post holder will sit on and advise the Chief Executive’s management board on all legal matters and ensuring lawfulness and fairness of decision making. This post holder has specific duties under Section 5 of the Local Government and Housing Act of 1989 as amended by Schedule 5 paragraph 24 of the Local Government Act 2000.

Main Responsibilities (in addition to indicative accountabilities on generic profile):

1. Be the Council’s Monitoring Officer with statutory reporting line to the Chief Executive.
2. To provide advice and guidance and to challenge senior officers and Members on legal matters.
4. Ensure the Council complies with its statutory requirements and that sound and timely legal and governance advice is given to Members and officers as appropriate.
5. Work closely with Members and officers to ensure effective and lawful decision making by the Council and to promote community engagement (correct publication of minutes and ensure Members have correct information and tools to do their roles).
6. Provide assurance to senior managers and Members that decisions are being made in line with Council policy and procedures.
7. Manage the representation of the Council in legal and analogous proceedings; where necessary brief and instruct counsel on behalf of the authority.
8. Develop and maintain an efficient and effective governance structure, systems, processes and culture across the Council.
9. Review, advise and maintain the operation of the Council’s constitution.
10. To be responsible for the proper drafting and documentation of all the Council’s contracts and miscellaneous agreements for the supply of goods or services and for the signing of all such agreements, except those for sealing.
11. Provide assurance to senior officers and members that the Council’s operation has adequate governance and is operating effectively.
12. To attest the seal on documents which are required to be sealed by the Council.
13. Sign contracts for the sale and purchase of land and other documents as required.
14. To be the principle “Appointed Person” to decide upon disagreements between the Council as employer and member of, or others under, the Local Government Scheme.
15. Investigate and advise on adjudication of complaints of Member misconduct and related matters.
16. A duty to report to the Council and the Cabinet in any case where s/he is of the opinion that any proposal, decision or omission is or is likely to be illegal or to constitute maladministration.

Knowledge, Qualifications, Skills and Experience (in addition to those on generic profile):

- Qualified solicitor or barrister
- Understanding and experience providing advice and support at senior management level of local government or similar complex organisation
- A thorough understanding of the legislative and statutory framework of local government

Dimensions:

Functional Areas

Legal Services - Electoral Services - Democratic and Committee Services - Internal Audit - Fraud - Local Authority Land Charges - Equalities and Human Rights - Freedom of Information - Political Assistants - Registrar’s Office - Risk Management

Organisational Structure (attach as an appendix)