

## JOB DESCRIPTION

|                              |  |
|------------------------------|--|
| <b>Job Title</b>             | LCR CA Deputy Monitoring Officer       |
| <b>Salary Band</b>           | 56-60                                  |
| <b>Reporting To</b>          | The Chief Legal and Monitoring Officer |
| <b>Political Restriction</b> | This post is politically restricted    |

### 1. Primary Purpose of the Post

The postholder will fulfil the statutory functions of Deputy Monitoring Officer and will support effective Governance of the Combined Authority, ensuring that all the Statutory Bodies and subsidiary companies can deliver their current and future objectives whilst acting in a lawful manner at all times. The postholder will also have a legal caseload in relation to Investment and Regeneration projects

### 2. Key Role Specific Responsibilities

#### **As Deputy Monitoring Officer for the Combined Authority**

- To act as the statutory Deputy Monitoring Officer to ensure that the Liverpool City Region Combined Authority, its Officers, and its Elected Members, maintain the highest standards of conduct in all they do, and report any matters that are likely to be illegal or amount to maladministration.
- To update, and advise upon the interpretation of the LCRCA's Constitution.
- Provide advice and assistance to Members on the Members' Code of Conduct, declarations of interest and their statutory obligations

#### **In respect of both LCRCA and Merseytravel**

- To provide strategic and professional advice on legal, constitutional and corporate governance issues.
- To promote and ensure compliance with the highest standards of corporate governance.
- To ensure effective management of resources in accordance with best practice and the Constitution to meet needs of stakeholders and delivery of the Liverpool City Region Metro Mayor's priorities and objectives.
- Provide leadership in the delivery of the teams and the organisational objectives and provide corporate assurance
- Represent the Combined Authority and the Monitoring Officer as required and Merseytravel with a range of stakeholders, including Constituent Councils, the Growth Platform, Central Government and the private sector in a professional and diligent manner.
- To work on high risk, high value investment and Regeneration projects on behalf of the Organisations ,(allocated work by the Legal Services Manager)

### **3. General Corporate Responsibilities**

- To support the delivery of the Corporate Plan and wider strategic priorities.
- To support the development of effective city region and cross-portfolio collaboration;
- To represent and promote the work of the Combined Authority and the wider Liverpool City Region, locally, regionally and nationally.
- In line with the respective role to ensure 'joined up' policy and practice across areas of the city region.
- To represent the Combined Authority with customers and the Liverpool City Region public and partner organisations so as to raise the reputation of the Combined Authority and promote its interests and its people.
- Working with other members of the Combined Authority Senior Leadership team to make open, honest and effective corporate management decisions within the Combined Authority's formal governance structure.
- To advise the City Regions' Mayor and the Combined Authority and its officer forums (Merseytravel, Executive Leadership team, the Senior Leadership team), on significant policy decisions as required.
- To contribute to the preparation of business plans,
- To be responsible for business continuity arrangements and take responsibility for the achievement of specific work-streams.
- Promote understanding of and adherence to the Combined Authority values by modelling appropriate behaviours and encouraging others to do likewise.
- To support the Senior Leadership team to embed a culture that places customers first, adopts a can-do approach and focuses on communities and working locally.
- To Promote efficiency targets and initiatives.
- To contribute to the corporate management of the strategic risks facing the Combined Authority.
- To support effective decision-making by ensuring an up to date constitution that is effective and holds the organisations and its officers to account as well as the delegated decision-making system that streamlines decision-making ensuring an adequate audit trail and accountability of decision making in the organisation .
- To support the preparation of reports to either Merseytravel or the Combined Authority for policy changes and also high value high risk projects ensuring that the transparency of decision making is effective in the organisations

### **4. General Managerial Level Responsibilities**

- To share and communicate a clear understanding of the LCRCA priorities across the Legal, Procurement, Democratic Services and Secretariat functions.
- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.

- Create a positive learning and working environment through delegation, mentoring, and coaching of staff and through the identification of training and development needs.
- Develop the Combined Authority's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.
- Deliver the support required to the scrutiny process established by the Combined Authority to ensure it is appropriately supported and discharged.
- Encourage a culture of continuous improvement to develop an outstanding service, where value for money and best value are delivered and innovation and enterprise flourish.
- Promote strong, direct, and effective communication and involvement with all stakeholders.
- Promote the work of the Combined Authority and Liverpool City Region locally and nationally.
- Support the Combined Authority's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken
- To deputise for the Chief Legal and Monitoring Officer as required.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility at the time of writing. There is recognition that the LCRCA is likely to be subject to continuous change. As such, senior officers are expected to work flexibly and accept that their areas of specific responsibility may also be subject to change.

## PERSON SPECIFICATION

**DIRECTORATE** Corporate Services Directorate

**SERVICE AREA:** Legal, Democratic Services and Procurement

**JOB TITLE:** Deputy Monitoring Officer

**GRADE:** 56-60

**Note to Applicants. Essential criteria are marked with ‘ \* ’. All other criteria are desirable.**

| CRITERIA                           | KNOWLEDGE AND SKILLS   | METHODS OF ASSESSMENT                                  |
|------------------------------------|--|--|
| <b>Qualifications and Training</b> | <ol style="list-style-type: none"> <li>Currently practising and qualified solicitor, barrister or chartered legal executive *</li> <li>Significant post-qualification experience in a senior public service role *</li> <li>Evidence and commitment to continuous personal and professional development.</li> </ol>  | <p>A</p> <p>A</p> <p>A I</p>                           |
| <b>Experience &amp; Knowledge</b>  | <ol style="list-style-type: none"> <li>Knowledge of the Local Authority legal and governance framework, particularly how this applies in respect of Mayoral Combined Authorities and their role, function and statutory powers.*</li> <li>Experience of acting in a senior role preferably as Monitoring officer/Deputy Monitoring officer.</li> <li>Experience of establishing robust systems for the delivery of effective legal, constitutional and governance functions.</li> <li>Experience of drafting legal agreements to govern the management of Funds and commercial contractual relationships with third parties.</li> <li>Experience of operating effectively and collaboratively as part of a senior team*</li> </ol> | <p>A,I,P</p> <p>A,I,P</p> <p>A</p> <p>A</p> <p>A,I</p> |

| CRITERIA                | KNOWLEDGE AND SKILLS   | METHODS OF ASSESSMENT  |
|-------------------------|--|--|
| <b>Skills/Abilities</b> | <p>9. Extremely high standards of professional awareness and conduct.*</p> <p>10. Strong interpersonal skills, with the ability to negotiate, influence and generate confidence, trust and respect.*</p> <p>11. A high degree of strategic and political awareness . *</p> <p>12. Ability to deliver under pressure translate ideas into policy and practiceinspire , and motivate others within a culture of proactive service delivery and continuous improvement.</p> <p>13. Positive, flexible and responsive, with a dynamic and creative approach to problem solving.</p> <p>.</p> | <p>I,P</p> <p>A,I,P</p> <p>A,I,P</p> <p>A,I,P</p> <p>A,I,P</p> |
| <b>Commitment</b>       | <p>14. An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority.</p> <p>15. A commitment to providing a high quality customer service and ensuring service standards are met*</p> <p>16. Commitment to and understanding of equal opportunities</p>  | <p>A,I</p> <p>A,I,P</p> <p>A,I</p>                             |
| <b>Other</b>            | <p>17. Knowledge of the key issues facing the City Region.*</p> <p>18. Willingness to work flexibly as and when required.</p> <p>19. Evidence of quality, time management and organisational skills</p> <p>20. Ability to attend meetings inside and outside the city region</p>   | <p>A,I,P</p> <p>A,I</p> <p>A,I,P</p> <p>A,I</p>                |

### Key to Assessment Methods:

I - Interview P - Presentation A - Application