

## ROLE PROFILE

<b>Job Title:</b>	Senior Governance Officer (Democratic Services)	<b>Job Code:</b>	TBA
<b>Directorate:</b>	Law, Governance & Compliance	<b>Version:</b>	0.1
<b>Reports to:</b>	Director of Law, Governance & Compliance	<b>Date Created:</b>	July 2024
<b>No. of direct reports:</b>	0	<b>Grade:</b>	Reference: 17 Grade F

## JOB PURPOSE

At the East Midlands Combined County Authority (EMCCA) we're unlocking billions of pounds of investment for our region through our devolution deal with government.

Our newly elected Mayor will be a powerful voice on the national stage for the people of Derbyshire and Nottinghamshire, overseeing devolved powers around transport, housing, skills and adult education, economic development and net zero.

The East Midlands has a rich history and a diverse present on which to build a renaissance. Ambition and culture put us at the heart of the first industrial revolution - and it will put us at the center of the next. We will make our region more prosperous, sustainable and fairer, helping our people and businesses to create and seize opportunities.

Combined Authorities (*and Combined County Authorities*) represent a significant change in the local governance landscape, offering new opportunities for regional development, strategic planning, stakeholder engagement and delivery at scale. However, new opportunities also bring new challenges, particularly in establishing and maintaining robust governance structures.

Good governance within EMCCA is crucial for operational effectiveness, identifying and prioritising outcomes, and maintaining public trust. Central to good governance is accountability, efficiency and effectiveness. The post holder will be an experienced governance individual who can provide support to our thematic committees, providing committee administration and overseeing the development and delivery of the committee functions.

Core to the purpose of the role will be the organisation and support to all committee meetings to

The postholder will work closely with Chief Officers, EMCCA Board and relevant committees, Director of Law, Governance and Compliance and other statutory officers in relation to their key areas of responsibility.

## OUR APPROACH TO GOVERNANCE

We are committed to the delivery of good governance and accountability in everything that we do, striving to ensure that decision-making is effective, proportionate, open to test and challenge and taken to deliver benefits to the region in alignment with its agreed strategic objectives.

We want to do governance differently at EMCCA, we want to do it better!

The Ambition is to develop an 'East midlands way' that will become the best practice exemplar for Combined Authority governance and accountability in terms of its arrangements, their application, impact, and transparency.

## OUR VALUES

We have proactively become a values-based organisation from the outset. In conjunction with our operational ethos emphasizing the importance of people, processes, and outcomes, we embrace continual improvement, and are guided by four core values supported by a behaviour framework:

### **We Lift Our Region | We Work Together | We Make an Impact | We Are Human**

These values shape our culture, influence expected conduct, how we work and interact with each other and our stakeholders, fostering positivity, and supporting the achievement of our goals and progress together.

## ORGANISATIONAL LANDSCAPE

### **Our Mission**

We will be driven by our mission to ensure long-term systemic impact. Created by and for the benefit of our people, businesses, and places in the East Midlands area.

### **Our Vision**

We will make our region more prosperous, sustainable, and fairer, helping our people and businesses to create and seize opportunities.

We are built on a foundation of systems leadership and partnership working.

## MAIN DUTIES AND RESPONSIBILITIES

### **Key Responsibilities**

The Senior Governance Officer (Democratic Services) will be responsible for:

- driving the Annual Work Programme of Thematic Committees: The post holder prepares and delivers the Annual Work Programmes. This includes managing thematic committee responsibilities, working groups, policy development, and oversight.
- providing Committee Support: They manage, attend, and support meetings of EMMCA's Committees. This involves capturing outcomes, producing agendas, minutes, and Reports.
- providing Independent Advice: The officer provides independent and impartial advice to members of the Committees regarding their roles, procedural matters, constitutional issues, and governance.
- delivers Research and Reporting: They conduct research on agreed topics, deliver draft findings, options, recommendations, or committee reports in a timely manner.

- undertake Networking and Training: The officer maintains effective relationships with other professionals, partner organizations, and groups. They also identify and undertake training for personal development and continuous improvement in support of EMCCA Committees
- work to ensure that decisions are made in accordance with legislation and the EMCCA Constitution.
- support a range of other meetings including key partnerships, internal working groups and other meetings as directed
- will manage, deploy and co-ordinate all resources in a well-planned and controlled manner, ensuring that service requirements and resource levels are fully identified.
- maintain knowledge and awareness of legislative change, and ensure that processes are in place to identify, plan and implement changes to conform to legal requirements, cooperatively with governance services.

### **Expertise**

- Governance Officers ensure that EMCCA operates within the law. They advise EMCCA Mayor, members and officers on legal matters related to committee functions
- The post-holder will drive the thematic committee's activity, this will require a sound understanding of local government and corporate governance arrangements

### **Setting strategy and vision**

- Develop linkages and greater coordinated working both within the service and with other services and key stakeholders to ensure that the service contributes to the development and delivery of key priorities with regard to service development and strategic direction.
- Demonstrates a high level of political awareness and links strategies for continuous improvement with the drive to achieve national, corporate and departmental standards and goals.
- Contribute to the development of policy and strategy, partnership initiatives and organisational development across the portfolio of services
- lead on a range of corporate projects when appropriate and have direct responsibility for identified issues and programmes

### **Leadership**

- Manage and maintain strong and effective working relationships with the Mayor, Members, Partners, and Officers across EMCCA and its constituent authorities, and co-optees to ensure that needs are understood and addressed.
- Deputise for the Director of Law, Governance & Compliance or Head of Governance as required.
- Liaise with other local authorities and combined authorities to identify and implement best practice, including opportunities for partnership and cooperation.
- Manage relationships with external bodies, including constituent councils, co-optees Members of Parliament, the community, local partnerships, Government agencies/departments and improvement agencies to establish and maintain effective communication and positive engagement with stakeholders at all levels.

### **Operational Management**

- Ensure that EMCCA's decision making procedures operate smoothly, efficiently, legally and inclusively.

## Building culture

- Champions a positive workplace culture
- Ensures that the core values and behaviours of the EMCCA are maintained and promoted in all activities, at all times.
- Fosters a corporate culture that promotes high quality performance, integrity and customer care in a positive work climate, enabling the EMCCA to attract and retain a diverse and high-quality workforce.
- Leads employee engagement and motivate employees to reach their potential.
- Sets the ‘tone from the top’ and creates an environment in which all employees are able to be the best they can be.
- Facilitates the identification and compliance with EDI improvements/changes across all services and service delivery, giving due regard to the requirements of the Public Sector Equality Duty when carrying out duties and functions/activities.

***This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties as directed by the Chief Executive that are commensurate with the level of the post. This document will also be supplemented by annual key objectives which will be set through the performance review process.***

## THE PERSON

<p><b>Experience and Skills:</b></p>	<p><b>Experience and Knowledge</b></p> <ul style="list-style-type: none"> <li>▪ Experience of governance and/or democratic and/or scrutiny services in accordance with statutory obligations</li> <li>▪ Experience of working in a leadership role in a political environment and evidence of the ability to challenge and negotiate with senior stakeholders</li> <li>▪ Experience of managing and developing services to improve outcomes for citizens, customers and key stakeholders.</li> <li>▪ Experience of using digital technology to deliver and improve services.</li> <li>▪ Experience and knowledge of all aspects of local authority entity/combined authority/Council’s democratic and decision-making processes</li> <li>▪ Knowledge of legislation governing a local authority’s decision-making process and the ability to advise on the Council’s associated Policies, Practices and Procedures (Constitution)</li> <li>▪ Experience of supporting and managing meetings of local authority/Council committees in a difficult political environment</li> <li>▪ Ability to interpret legislation and disseminate at all levels and identify the impact to a local authority entity/combined authority/Council’s democratic and decision-making processes</li> </ul> <p><b>Qualifications and Skills</b></p> <ul style="list-style-type: none"> <li>▪ Knowledge of constitutional and democratic process matters</li> <li>▪ knowledge of public sector practice, the political environment and statutory obligations relating to the scrutiny function and the responsibilities of an Audit Committee</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ An understanding of the financial framework governing local authority activities.</li> <li>▪ Ability to think strategically and to work with elected members to translate political vision into operational programmes.</li> <li>▪ Ability to work in a facilitative way and devise innovative solutions to significant and complex problems.</li> <li>▪ Excellent negotiation skills and an ability to influence outcomes through reasoning, persuasion and tact.</li> <li>▪ High intellectual and analytical abilities; able to assimilate and analyse information quickly, identifying issues, priorities and solutions and using effective models, techniques and resources to resolve issues.</li> </ul> <p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>▪ Makes effective use of political processes to influence and persuade others</li> <li>▪ Gains clear agreement and commitment from others by persuading, convincing and negotiating</li> <li>▪ Provides others with clear direction</li> <li>▪ Sets appropriate standards of behaviour</li> <li>▪ Motivates and empowers others (especially Members)</li> <li>▪ Expansive, creative business thinker who thinks outside 'tried and tested' models or approaches</li> <li>▪ Acutely political aware – able to assimilate and navigate political contexts with skill</li> <li>▪ Highly adaptable - to changing circumstances and demands</li> <li>▪ Collaborative – works productively with peers, team and others</li> <li>▪ Motivated – driven by personal and organisational achievement</li> </ul> <p><b>Change and transformation</b></p> <ul style="list-style-type: none"> <li>▪ Ability to control numerous projects simultaneously to budget and deadline, whilst maintaining excellent quality control and working with a wide range of partners.</li> </ul>
<p><b>Qualifications, Training, CPD:</b></p>	<ul style="list-style-type: none"> <li>▪ Qualified to degree level or equivalent relevant experience</li> <li>▪ Proven knowledge of the legal and political framework within which combined authorities and/or local government operates with specific regards to the roles played by officers and politicians</li> <li>▪ Excellent IT skills</li> </ul>
<p><b>Building Culture and Motivation</b></p>	<ul style="list-style-type: none"> <li>• Experience of working in a political environment.</li> <li>• Experience of promoting the health and safety and wellbeing of a workforce.</li> <li>• Must possess personal and professional credibility that promotes and enhances the organisation's reputation locally, nationally, and international.</li> <li>• Must have a high standard of personal and professional integrity as well as ethics, values, and personal qualities consistent with the vision, culture, and values of the EMCCA.</li> </ul>
<p><b>Political Restriction</b></p>	<p>This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside of work.</p>

