



Job Outline

Job Title	Assistant Chief Executive (Legal, Governance and Democratic Services)	Post Number	POST2344
Responsible to	Executive Director of Corporate Resources	Scale Point	Director

Overall Purpose: To lead a modern and effective Legal and Democratic service and act as the Council’s Statutory Monitoring Officer in a large Unitary Council. As a member of the Corporate and Senior Leadership Teams, shape a high performing, inclusive and forward looking Council. Provide visible leadership that strengthens governance, constitutional integrity and organisational resilience while supporting delivery of corporate priorities and community outcomes.

Principal Accountabilities	
1.	Lead a modern and efficient Legal and Democratic service, aligning service strategy with corporate objectives, developing clear annual and medium-term plans that ensure resources, capacity and priorities meet organisational requirements.
2.	Act as the Council’s Statutory Monitoring Officer pursuant to Section 5 of the Local Government and Housing Act 1989.
3.	Safeguard the Council’s interests by providing strategic legal oversight of standards, constitutional matters, corporate assurance and organisational integrity including advice and support to Council, Chief Officers and Elected Members on sensitive and complex legal issues.
4.	Ensure effective delivery of elections and electoral services and act as Deputy to the Electoral Registration Officer and Returning Officer when required.
5.	Fulfil the role of the Council’s Senior Information Risk Owner (SIRO) pursuant to the Data Security and Protection Toolkit and the Senior Responsible Officer pursuant to the Regulation of Investigatory Powers Act (RIPA) strengthening risk management, compliance and stewardship.

6.	Represent and promote the Council on all Legal and Democratic services matters locally, regionally and nationally fostering strong relationships with professional bodies, partners and the Hull and East Yorkshire Combined Authority.
7.	Contribute to the leadership of the Council via membership of the Council's Corporate Leadership Team and Senior Leadership Team, promoting organisational cultural change aligned to the 'One Council, One Team' approach
8.	Play an active and collegiate role as a member of the Directorate Leadership Team and represent the Chief Operating Officer on all areas pertaining to Legal and Democratic Services and other Directorate wide matters as required
9.	Ensure Legal and Democratic Services support service redesign, digital innovation and transformation programmes contributing to the Council's People Strategy, Blended Working Policy, Business Plan and Financial Plan.
10.	Be accountable for achieving the service objectives, standards, performance measures and activity targets for Legal and Democratic Services. Evaluating risk and adapting strategic plans to meet emerging challenges or opportunities.
11	Inspire, motivate and develop leaders and staff across Legal and Democratic Services, creating a learning culture that supports high performance, empowerment, innovation and talent attraction.
12	Champion continuous improvement, innovation and efficient resource management including all budget responsibilities for the Service.
13	Maintain deep understanding of evolving national policy, government developments, regulatory frameworks and legal/governance best practice, ensuring the Council is well-positioned for future changes.
14.	The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

Employee Specification

Post Title: Assistant Chief Executive (Legal, Governance and Democratic Services)

Grade: Director

Essential Criteria

- Qualified solicitor/barrister/CILEX lawyer without conditions or limitations imposed by their regulator, required to fulfil the Council's Statutory Monitoring Officer (Section 5 LGHA 1989) functions and providing authoritative advice on complex legal and constitutional matters
- Extensive senior-level leadership experience, including leading and delivering multiple complex services, providing strategic legal oversight of governance, standards, constitutional integrity and organisational compliance.
- Experience of commissioning/providing legal advice on complex issues with sound evidence-based judgement, risk assessment and accountability for high-impact decisions.
- Proven ability to set service strategy, develop annual and medium-term plans, and align resources to corporate objectives.
- Knowledge of and commitment to the Council's vision, priorities and values.
- Highly developed strategic leadership and people-management skills, with the ability to inspire, motivate and develop leaders and staff, foster a high-performance and empowering culture.
- A strong collaborator who can develop productive relationships with senior stakeholders with a successful track record of working in partnership.
- Appetite for and ability to work in a political environment.
- Strong communication skills (written and oral), with high attention to detail, and the ability to absorb complexity and convey simplicity.
- Demonstrates capability to lead service change, transformation and modernisation, working confidently within a political environment
- High personal standards of integrity, honesty, fairness and professionalism, and a strong commitment to continuous professional and personal development.

Desirable Criteria

Knowledge, Qualifications and Experience

- Experience of effective and compliant electoral processes, demonstrating successful management or leadership of electoral services and the smooth delivery of elections.
- Senior level experience working in local government or the public sector demonstrating a strong understanding of governance frameworks, organisational pressures, political contexts, and the ability to operate confidently within complex, high-accountability environments.
- Knowledge and understanding of the challenges facing local government.
- Knowledge and experience of advising on Elected Member Code of Conduct matters, demonstrating robust ethical governance, supporting high standards in public life, and offering sound, impartial advice to enable constructive decision-making across political groups.
- Experience and knowledge of financial planning, budget management and identifying efficiencies, savings and cost reductions opportunities; improving value for money; and ensuring service delivery remains financially sustainable while meeting statutory duties.