

Recruitment Pack

Head of Governance, Legal and Democratic Services, Corporate Services

Dundee City Council

Dundee City Council
www.dundeecity.gov.uk
CHANGING FOR THE FUTURE

Dundee is a dynamic, ambitious city with a remarkable history and an exciting future.

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Welcome from the Chief Executive

Thank you for your interest in this role.

We are a council with big ambitions because we want the best for all our citizens. We want Dundee to be the best place to grow up, study, work and live long and happy lives.

Dundee has transformed itself into a growing city on a journey of major economic, social and cultural development, including its world-renowned £1bn Waterfront development with V&A Dundee at its heart. Further opportunities lie ahead such as the £300 million Tay Cities Region Deal, a Life Sciences Innovation District and the Eden Project - all examples of Dundee's bold and creative ambition. As a result, Dundee has been named as one of the world's top "places of the future".

The Council has a vital role in enabling transformational change to meet the needs of the city and at the same time maintain the financial sustainability of local services. We continue to work with partners, businesses, citizens and communities to tackle challenges and grasp opportunities.

We pay particular attention to the growth of the local economy; on the funding of employability, social inclusion, regeneration and support for key business sectors; and on the work of our universities and colleges, which play such a key role in the city.

As a Council, we provide best value and are committed to continuing to change for the future. Given the ongoing financial uncertainties, we need to look again at how we design and deliver our services. That will also affect how we design our budgets and income, our service structures and workforce planning to ensure that we are working in the most efficient, effective and innovative ways.

Our success is reliant on our employees who are motivated, innovative and productive. Our workforce deliver services confidently and competently, with the right skills, knowledge and values.

In return for your dynamic leadership, we offer a supportive, friendly and welcoming place to work with a talented team of people and a competitive salary and benefits package.

If you have the drive, passion, leadership and experience to contribute and influence, we would be delighted to receive your application.



Greg Colgan
Chief Executive, Dundee City Council



Dundee City

Dundee is a modern, vibrant city which is continuing to transform culturally.

It is a leader in many fields including life sciences, technology, gaming, digital media, art and design and is developing capacity in the green jobs sector.

Particularly after the opening of the V&A Dundee, it is increasingly becoming a tourist destination for Scottish, UK and international visitors. Dundee was Scotland's first Fair Trade City, the UK's first Living Wage City and the UK's first UNESCO City of Design. Dundee has been named as one of the world's top "places of the future" in a report examining how new technologies will create jobs. The 21 Places of the Future report looks for where new jobs will appear, hotbeds of innovation and ideas, and affordable and enjoyable places to work - places "where the future is being built right now."

Dundee is well positioned for the future with two globally renowned universities in the city and St Andrews close by.

Dundee has an international reputation for using culture and creativity as a catalyst for building resilient and robust communities. Our strong history of cultural investment means Dundee is a vibrant place which harnesses its creativity and cultural richness to support







the engagement, ambition, achievements and wellbeing of its citizens.

Diversity is welcomed with opportunities for worship in a wide range of faiths including Christianity, Buddhism, Hinduism, Islam, Judaism and Sikhism, as well as multi-denominational institutions, which welcome people of all faiths or none.

As well as being Scotland's sunniest city, Dundee is a place that is friendly, fascinating and easy to reach. All persuasive factors when deciding where to live and work.




DISCOVERY









Dundee is a great place to live and work

Beautiful scenery with seaside, mountains and forests so close you can visit them all in one day.

Compact, so you can easily walk or cycle around the city.

26 mile cycle route around the city.

Scotland's sunniest city.

Variety of outdoor activities easily available including watersports, skiing, skateboarding, golf and mountain climbing.

Steeped in history, there is a lot to explore.

Home to some of the best museums in Scotland.

UK's first UNESCO City of Design.

Cost of living is cheaper than other Scottish cities.

House prices are more affordable than in any other Scottish city.

3 international airports within a 90 minute drive.

Excellent schools, colleges and universities with highly ranked graduate prospects.













Dundee City Council

Dundee City Council is a democratically elected body for the Dundee area with 29 elected members representing eight wards.

The Dundee City Council area is geographically the smallest local authority area in Scotland with a population of 147,720. We also serve as the regional centre for approximately 500,000 people in the surrounding areas of Perth & Kinross, Angus and Fife.

We deliver services aimed at providing a better quality of life for the people of Dundee. We are also one of the largest employers in the city with around 6,300 employees.

We have a strong local and national reputation for providing good quality and effective services to our citizens through our strategic services areas and partners. We have performed well, despite the significant financial challenges, the pandemic and increased demand for our services.

It is our vision to continuously improve service delivery and to support and enable initiatives which make our services more accessible, more convenient, more operationally effective and cost effective.

Our employees are our biggest asset.



Our Council's Vision, Values and Key Priorities



The City Plan and Council Plan are two key documents which spell out the Dundee Partnership's vision for the future of the city and the Council's key priorities.

The City Plan sets out ambitious but realistic targets for improving a range of outcomes across the partnership agenda, while the Council Plan details the local authority's targets and actions for making improvements on its priorities.

Dundee City Council fully endorses the shared vision for our city set out in the Dundee Partnership's City Plan 2022-2032. This reflects a consensus in the city which we can all work towards and is set out as follows:

Dundee will be a caring city which has tackled the root causes of poverty and delivered fairness in incomes, education and health.

Dundee will have a strong, creative, smart and sustainable city economy with jobs and opportunities for all.

Dundee will be a greener city, made up of strong communities where people feel empowered, safe and proud to live.



Our Council's Vision, Values and Key Priorities (continued...)

To achieve the vision, we have selected five priorities to focus on for the next five years and to underpin our bold and ambitious culture to encourage everyone at Dundee City Council to live by these values and deliver on these priorities.



Our values

Living our Values

Be open and honest	Be fair and inclusive	Be innovative and transforming	Be constantly learning
• Develop our talent • Have a full engagement with our workforce • Encourage feedback • Develop our workforce information and analytics to aid decision making • Manage workforce change	• Promote diversity, inclusion and difference • Provide an Employee Wellbeing Service • Ensure healthy and safe working practices • Encourage 2-way conversations • Demonstrate respect and dignity	• Encourage curiosity • Open to suggestions and change • Share new ideas, thinking and practice • Be evidence-based in our decisions	• Identify and deliver future skills • Use learning to improve our work • Have Coaching Conversations • Encourage reflective learning

Benefits of working with us

Home/Work benefits

- Annual leave up to 32 days plus 5 public holidays
- Annual Leave Purchase Scheme
- Enhanced Occupational Maternity/Adoption Pay
- Flexible Working
- Family Friendly Workplace
- Hybrid working (home and office)
- Secure employment
- Work/life balance

Financial benefits

- Credit Union
- Incremental pay scales
- Local Government Pension Scheme (please see further page for more detail)
- Employee Benefits Scheme (including bikes, cars, dental and lifestyle savings)

Career development benefits

- Career change opportunities
- Career progression opportunities
- Learning & Development opportunities
- Quality Conversations appraisal programme



Wellbeing support benefits

- Wellbeing support channels and Ambassador Network
- Bereavement Leave
- Counselling Service
- Occupational Health Service
- Occupational sick pay
- Physiotherapy Service
- Employee Assistance Programme

National accreditation benefits

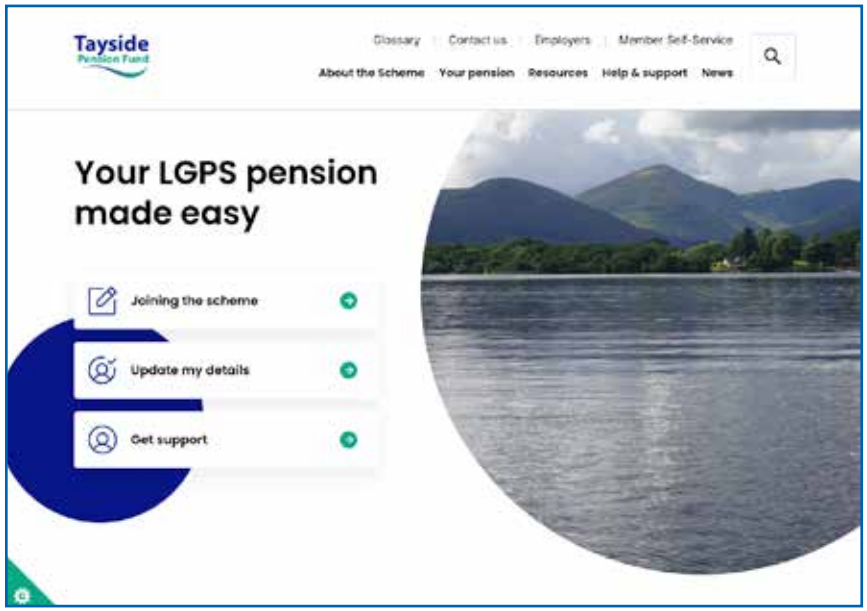
- Armed Forces Gold Award Employer
- Disability Confident Employer
- Healthy Working Lives Commitment
- Scottish Living Wage Employer

Benefits of working with us (continued...)

You'll automatically be enrolled into Tayside Pension Fund, which is part of the Local Government Pension Scheme (LGPS) Scotland. This is a valuable workplace benefit that helps provide financial security for you and your family.

Benefits of joining include:

- A guaranteed pension for life when you retire.
- Contributions rates linked to your salary, ranging from 5.5% to 11.2%
- Your employer pays contributions to the Scheme; the **current** contribution rate is 15.7%.
- The option to boost your retirement benefits through Additional Pension Contributions (APCs) or Additional Voluntary Contributions (AVCs).
- Tax relief on your contributions, making it a cost-effective way to save.
- Annual increases to your pension in line with inflation once it is in payment.
- Protection if you have to retire early due to ill health.
- Life cover of three years' actual pay whilst an active member.
- A pension for eligible dependants if you die.



Find out more about the scheme at
www.taysidepensionfund.org

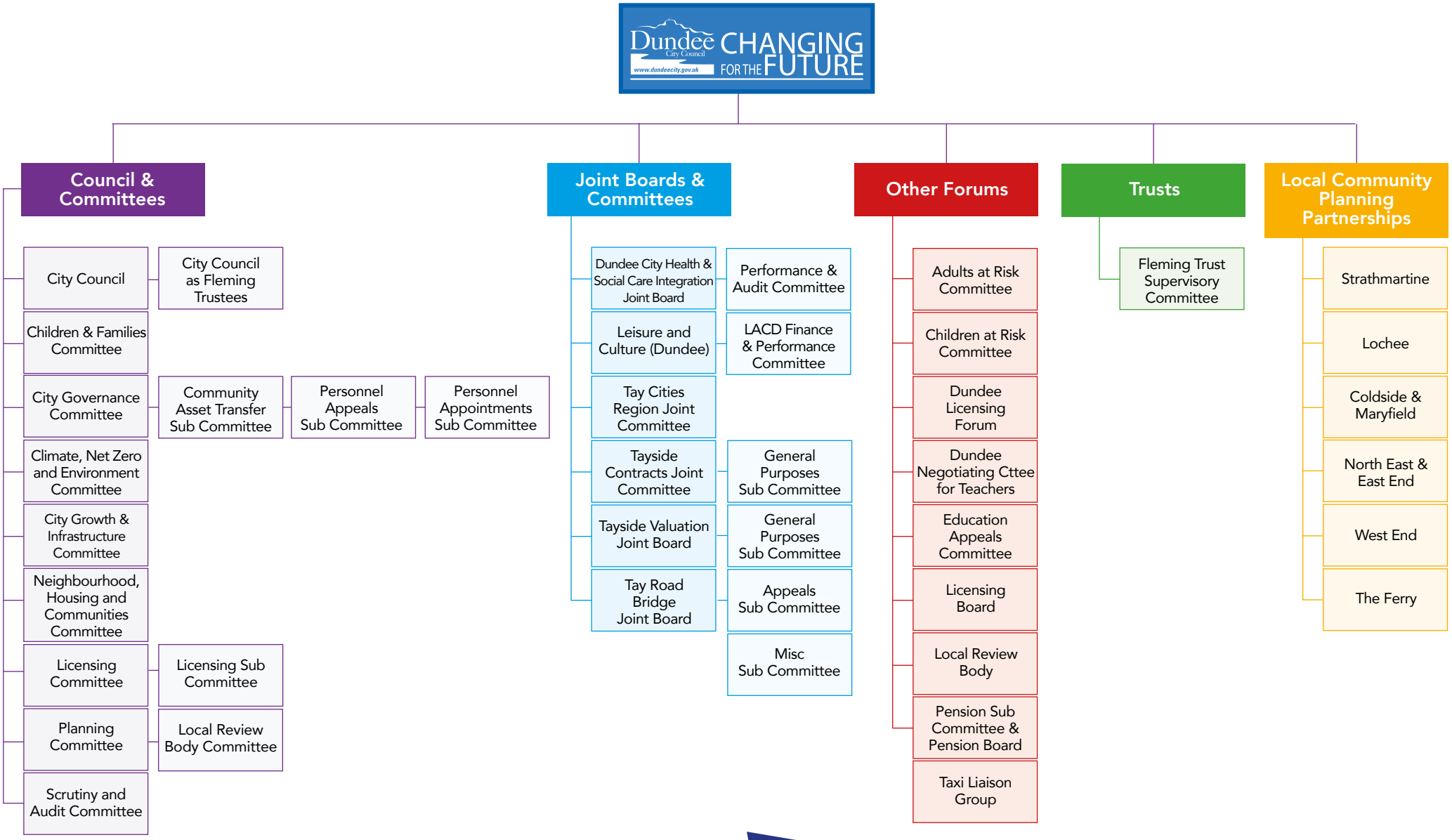



Risk Matrix

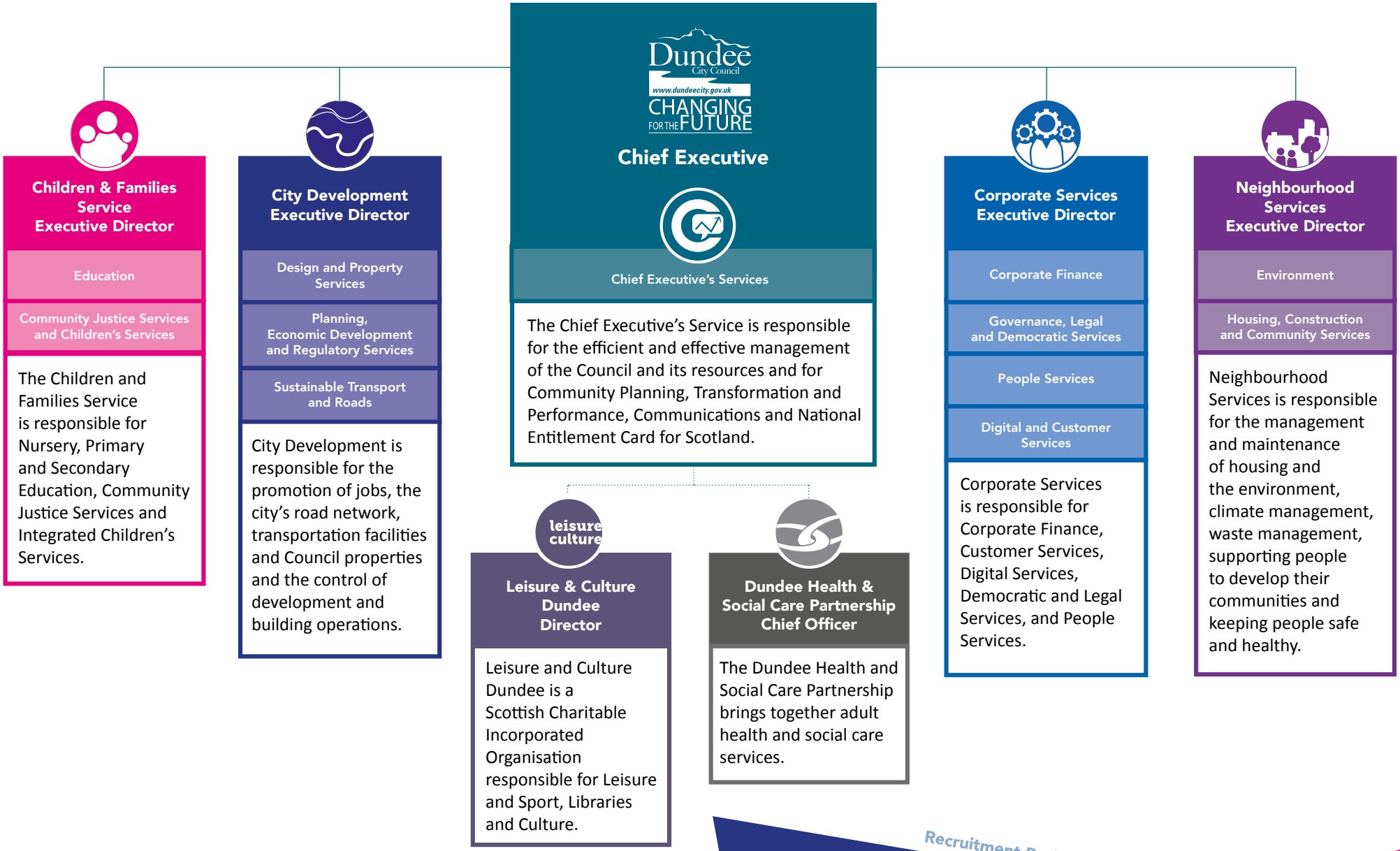

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Dundee City Council Governance Structure



Dundee City Council Executive Structure

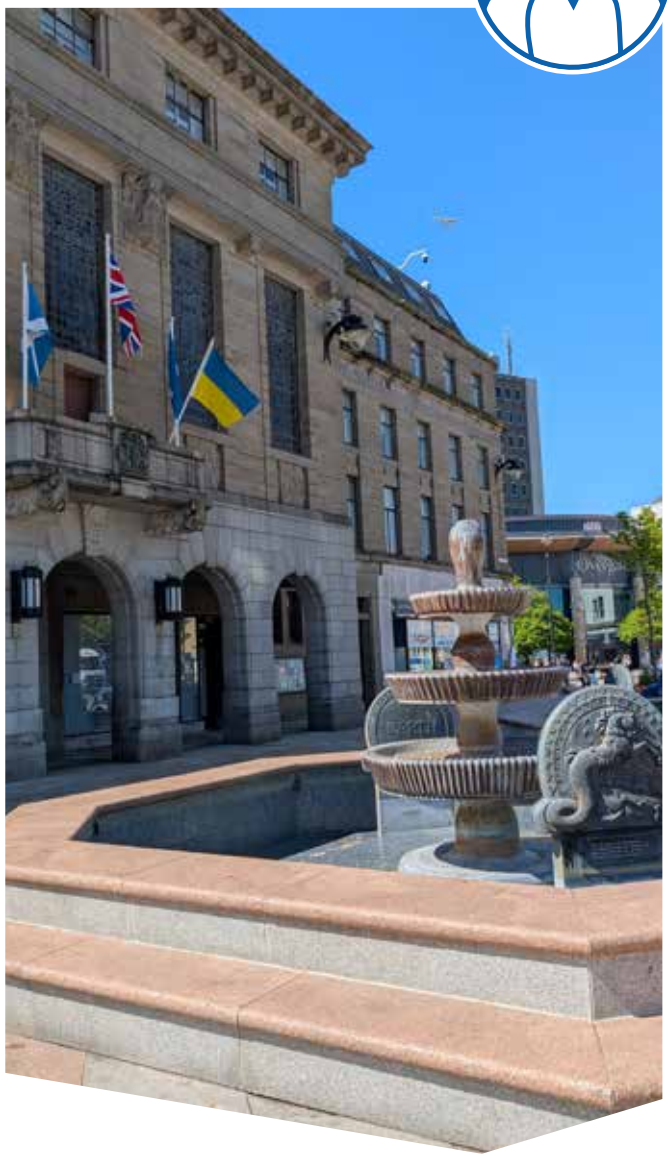


Corporate Services

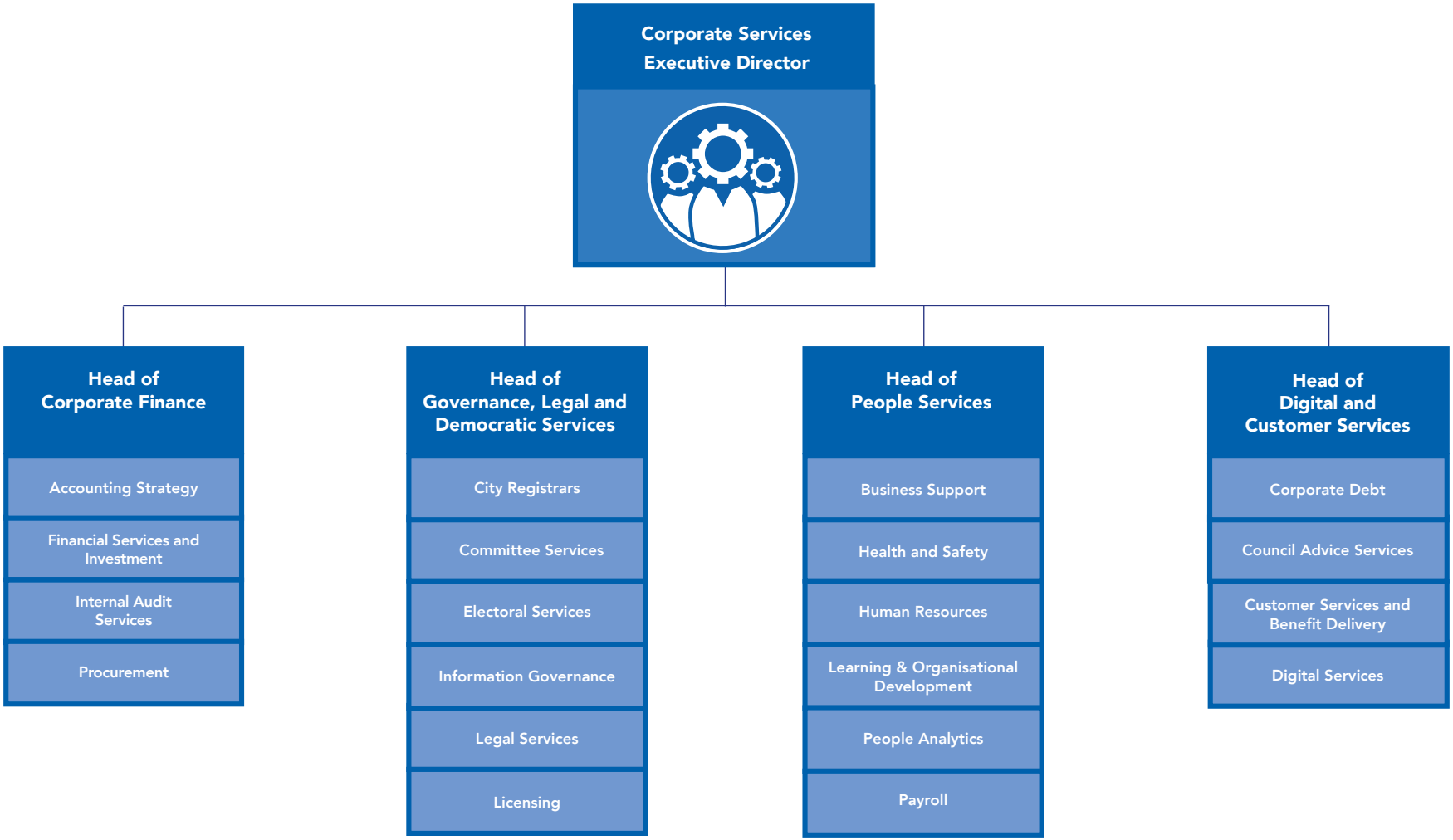
The majority of services provided by Corporate Services are central enabling functions to the Council's service areas and there are also several direct services provided to the public. The Service is responsible for:

- **Corporate Finance**. This has four separate sections providing services and functions including accounting strategy, financial services and investment, internal audit services (including risk management and insurance) and procurement. The service is also responsible for the administration of investment of the Tayside Pension Fund.
- **Governance, Legal and Democratic Services**. This service is responsible for providing the Council, the wider public sector, the private sector and the citizens of Dundee with services relating to: Elected Members, Electoral Registration, Elections Management, Civic Government and Liquor Licensing, Committee, Legal Advice, the City Archives, Registration of Births, Deaths and Marriages, Data Protection, and Freedom of Information as well as Civic and Ceremonial events in the City.
- **Digital and Customer Services**. A wide-ranging service encompassing the administration of Council Tax, Non-Domestic Rates, and benefits. It also includes advice services, managing grants such as the Scottish Welfare Fund, general customer support, and overseeing the Council's Information Technology division. Additionally, it drives the delivery of the Council's ambitious Digital Strategy.
- **People**. This service is responsible for shaping the council's workforce within the context of a 21st century People Strategy and ensuring an aligned organisational culture. It includes people analytics, HR, health and safety and the business support service.

Our vision is to be a trusted service which provides professional, innovative and dynamic services to support other Council services, deliver significant frontline services to the public and support elected members in carrying out their role.



Corporate Services Structure





#SunnyDundee


CAIRD HALL



The Role
Head of Governance, Legal and Democratic Services
Corporate Services

Salary £106,477 - £119,982

Job Purpose

Act as a strategic adviser to the Council Leadership Team, providing legal and governance advice, professional challenge and corporate leadership to shape Council strategy, strengthen decision-making and ensure the organisation acts lawfully, effectively and with the highest standards of governance.



As a member of the Corporate Services senior leadership team, contribute to corporate decision-making and the formulation and delivery of the Council's strategy, transformation and change programme, supporting Elected Members in determining strategic objectives and priorities.

Provide strong and visible leadership for an integrated Governance, Legal and Democratic Services, ensuring comprehensive, trusted and timely legal, governance and democratic advice which supports robust decision-making and protects the interests, reputation and integrity of the Council.

Ensure that the Council acts within its legal powers, fulfils its statutory functions and maintains effective standards of governance, probity, transparency and accountability.

The Role (Job Purpose continued...)

Lead the effective delivery of legal, licensing, committee, elected member, civic and electoral support functions, securing high-quality, responsive and value-for-money services.

Fulfil the statutory and professional responsibilities assigned to the post, including the role of Monitoring Officer and Clerk to the Licensing Board, and provide senior oversight of the Council's electoral functions and arrangements.

Responsible for providing strategic governance leadership across the Council's regional and partnership bodies, ensuring effective governance, legal compliance and democratic accountability across the following joint boards, committees, arm's-length arrangements and partnership organisations as listed below:

- Electoral Registration Officer - Dundee City.
- Clerk to the Dundee Integration Joint Board.
- Clerk to the Tay Cities Joint Committee.
- Clerk to Tayside Contracts Joint Committee.
- Clerk to Tay Road Bridge Joint Board.
- Clerk to Tayside Valuation Joint Board.
- Appointed Person to Tayside Pension Fund.



Principal Working Contacts

- Chief Executive; Executive Directors; Heads of Service and other senior managers.
- Elected Members, the Lord Provost and civic officeholders.
- Council committees, the Licensing Board and relevant statutory officeholders.
- Council employees, trade unions and professional advisers.
- Other local authorities, the Scottish Government, UK Government departments and public bodies.
- The Law Society of Scotland, Society of Local Authority Lawyers and Administrators (SOLAR), regulators, inspectors, courts and tribunals.
- External legal providers, partner organisations, community bodies, business organisations and the media.

The Role (continued...)

Main Duties

- Provide strategic leadership and direction for Governance, Legal and Democratic Services, establishing clear priorities, performance expectations and an operating strategy aligned to the Council Plan and corporate transformation programme.
- Ensure the provision of comprehensive, consistent and high-quality legal advice and representation across the Council, including appropriate support at committees, formal proceedings, courts and tribunals.
- Act as a trusted senior adviser to the Chief Executive, Executive Directors, senior managers and Elected Members, identifying legal, governance, reputational, commercial and political risks and recommending legally robust, practical and proportionate courses of action.
- Fulfil the statutory role of Monitoring Officer, ensuring the Council, its Elected Members and officers act in accordance with the law and principles of good governance. Promote and maintain high standards of conduct, constitutional compliance, ethical governance and effective decision-making, providing independent professional advice where required and escalating significant governance concerns appropriately.
- Fulfil the role of Clerk to the Licensing Board and ensure the effective delivery of licensing advice, administration and governance.
- Fulfil the role of Proper Officer for functions designated by the Council, providing authoritative advice and ensuring the Council's statutory responsibilities are discharged lawfully and effectively and in accordance with the Standing Orders of the Council. Provide strategic leadership and oversight of the Council's information governance arrangements, ensuring effective compliance with Freedom of Information (FOISA), Environmental Information Regulations (EIRs), Subject Access Requests (SARs), data protection and associated statutory and regulatory requirements.
- Provide senior leadership and oversight for electoral functions and the effective delivery of UK Parliamentary, Scottish Parliamentary and local government elections, referenda and other polls, ensuring statutory responsibilities are discharged.
- Ensure the effective management of Council committees and democratic decision-making arrangements, including high-quality support and training for Elected Members and officers on relevant protocols, procedures and legal requirements.
- Provide impartial and authoritative constitutional and governance advice to elected members, political group leaders, committees and senior officers in complex and politically sensitive situations.

The Role (Main Duties continued...)



- Ensure effective administrative and professional support to Elected Members, the Lord Provost and civic functions, and maintain appropriate arrangements for community and related democratic bodies within the remit of the service.
- Scan the political, legal and regulatory environment, assess the implications of legislation and government policy, and ensure that service strategies, policies and operating arrangements remain compliant and fit for purpose.
- Lead the modernisation of governance, legal and democratic processes through the effective use of technology, digital engagement and innovative service delivery models.
- Maintain effective financial, workforce, risk, performance and business continuity arrangements. Manage allocated budgets and resources with due regard to Best Value, probity, accountability and long-term financial planning.
- Provide strong and visible leadership to employees, creating an open, supportive and high-performing culture which encourages professional challenge, collaboration, delegation, empowerment, learning and continuous improvement.
- Commission, instruct and manage external legal providers where additional capacity or specialist expertise is required, ensuring quality, value for money and effective risk management.
- Fulfil the role of Depute Returning Officer for all elections.
- Fulfil the role of Senior Responsible Officer (SRO) for the Regulation of Investigatory Powers (Scotland) Act 2000 (RIPSA), ensuring effective corporate oversight of the Council's use of investigatory powers and compliance with legislation and relevant codes of practice, advise on and support the lawful implementation of Council policies and decisions, including matters relating to common good, trusts and other governance or compliance issues within the remit of the Service.
- Provide strategic leadership and oversight of City Archives and the registration of births, deaths and marriages, ensuring effective management and high-quality service delivery.

The Role (Main Duties continued...)



- Represent the Council at senior level and maintain effective relationships with other local authorities, government bodies, professional networks and partner organisations, including active engagement with the Law Society of Scotland and SOLAR.
- Lead and promote equality, fairness, diversity and human rights within the Service and ensure compliance with the Council's associated duties.
- Act as the Council's senior adviser on standards, ethics and constitutional governance, promoting a culture of integrity, transparency and accountability throughout the organisation.
- Participate in the Senior Officer on-call rota as required.
- Lead the Council's governance assurance framework, including oversight of the overall control arrangements, decision-making processes, governance reviews and continuous improvement actions arising from audit, inspection and regulatory findings.
- Liaise with service directorates, the postholder should work closely with Internal Audit, Risk Management and external scrutiny bodies to ensure effective governance arrangements, management of strategic risks and implementation of improvement actions.
- As required, deputise for the Executive Director of Corporate Services and lead specific corporate, professional or cross-Council remits.

Other Duties

- This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Person Specification

Professional Educational Qualifications



Essential

- Degree in Law and postgraduate Diploma in Legal Practice.
- Admitted as a solicitor by the Law Society of Scotland, holding a current unrestricted practising certificate and capable of fulfilling statutory Monitoring Officer responsibilities.
- Evidence of relevant continuing professional development.

Desirable

- Relevant management or leadership qualification or accredited development.

Relevant Work/Other Experience

Essential

- Senior management experience in legal, governance or democratic services within a large and complex organisation.
- Extensive legal knowledge across a broad range of local government matters and a strong understanding of the legislative, regulatory and political environment affecting Scottish local government.
- Proven experience of providing consistent, high-quality and trusted advice to senior managers, boards or Elected Members in a politically sensitive environment.
- Evidence of leading a broad professional portfolio, managing legal, governance, reputational and organisational risk, and influencing the adoption of practical solutions.
- Successful leadership of specialist teams, including service planning, performance management, workforce development and culture change.
- Experience of financial management, budgetary control, resource planning, Best Value and business continuity.
- Experience of translating corporate strategy into effective service delivery and leading transformational change, innovation and service improvement.
- Experience of collaborative and partnership working and of representing an organisation at senior level, internally and externally.

Person Specification (Relevant Work/Other Experience continued...)



Desirable

- Experience of elections, licensing, committee governance, civic support or democratic services.
- Experience of instructing and managing external legal providers.
- Evidence of using technology and information to improve legal, governance or democratic services.

Particular Skills/Abilities

Essential

- Strong leadership skills, with the ability to set direction, motivate, empower and coach specialist teams and create a positive performance culture.
- Excellent written and verbal communication skills, with a proven ability to advocate, present, negotiate, persuade and influence effectively in complex and politically sensitive settings.
- Ability to analyse complex legal, policy and operational issues, identify risk and develop creative, practical and legally robust solutions.
- Sound judgement and the ability to make and communicate difficult decisions under pressure, balancing legal, financial, ethical, reputational, political and public-interest considerations.
- Ability to build productive relationships with Elected Members, senior officers, statutory authorities, professional bodies, partners and external advisers.
- Ability to challenge practice and performance constructively and to lead change across professional and organisational boundaries.
- Strong political awareness and an understanding of the public, professional and constitutional dimensions of the role.
- Commitment to equality, diversity, fairness, human rights, public service values and high standards of conduct.

Desirable

- Established professional networks across Scottish local government and the legal profession, including SOLAR or equivalent networks.
- Evidence of improving communication, customer experience or service effectiveness through digital technology.

Person Specification (continued...)

Personal Qualities

Essential

- Demonstrates integrity, independence, resilience and sound professional judgement.
- Highly motivated and able to inspire confidence and trust.
- Open, collaborative and supportive, while willing to provide robust and clear professional challenge.
- Politically astute, calm under pressure and committed to high-quality public service.

Any Additional Job Related Requirements

- Ability to attend meetings and events outside normal working hours when required.
- Ability to maintain a current practising certificate throughout appointment.
- Any required disclosure check will be confirmed through the recruitment process.



Key documents

Here are links to our key corporate documents.

City Plan

Council Plan

Dundee City Council Financial Plan

Our People Strategy

Employee Health and Wellbeing Framework

Digital Strategy

Here are links to key Corporate Services documents.

Corporate Services Service Plan

Information Technology Strategy



Social media and web links

Dundee City Council website

OneDundee intranet

LinkedIn

Facebook

Instagram

Dundee - One City Many Discoveries website




Dundee
City Council
www.dundeecity.gov.uk
CHANGING
FOR THE FUTURE
www.dundeecity.gov.uk
Design by Comms Design Team Dundee City Council KL/11/26