

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Corporate Resources	SERVICE GROUP: Legal and Democratic
POST TITLE: Service Development Officer	REPORTS TO: Head of Legal
GRADE: PO 3/4	SAP POSITION NUMBER :

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post:

1. Responsible for the provision of business and management support to the Director of Legal and Governance/Head of Legal/Head of Governance, in particular in the area of service planning, budget management, quality assurance, legal reference and research facilities, training and development, performance management information, communications and general office management.
2. To co-ordinate the production and monitoring of service strategies including the Service Plan and other plans which are approved by the Director of Legal and Governance.
3. To contribute to the management and development of the service and lead in the development of ICT systems in conjunction with the ICT provider and to implement change where appropriate.
4. To lead in project managing content for the intranet and internet via the portal for Legal and Democratic Services which will meet the information needs of staff, clients, members and the public.

5. Contribute to corporate initiatives and represent the Department on working parties and other meetings of a corporate, cross-departmental or cross authority nature, eg Information Assurance Group and Departmental Attendance Champions through which good practice and benchmarking exercises are shared.

Main Responsibilities of Post:

The post holder has wide ranging and extensive authority to act on matters of operational judgment and for the supervision of the Service Development Assistant and transactional support staff allocated to the postholder, with guidance from the Head of Legal Services where appropriate.

The post holder will influence and negotiate with contacts both internal and external to the Council, including officers at Strategic Director level and below.

1. To be responsible for providing operational business and management support and contributing to the development of the service, implementing change where necessary, including:
 - co-ordinating the production and monitoring of service strategies including the Service Plan and other plans which are incorporated within the Practice Manual
 - implementing ICT systems in conjunction with the ICT provider
 - supporting and advising on procurement issues within Legal and Democratic Services and assisting in budget management, advising and making Legal Management Team/Departmental Management Team aware of matters of concern
 - providing information, support and advice to all staff to deliver a high quality service to clients
 - contributing to corporate initiatives, communicating objectives to staff and representing the Department on working parties etc
 - establishing and maintaining good working relations with all staff, particularly team leaders and external contacts.
2. To supervise staff in the provision of a business and management support function to Legal and Democratic Services, determining work priorities and efficiently using the resources available to provide the best possible support.
3. To be responsible for the efficient and effective management of the allocated budget.
4. To oversee the following financial and budgetary duties:
 - To be responsible for the collection, balancing and receipting of income for the various teams within Legal and Democratic Services.
 - To certify, check and process invoices, cheque requisitions and cash advances.
 - To ensure that all Legal and Democratic Services internal recharges are correctly recharged to their appropriate budgets.
 - To maintain computerised financial systems.

- To be the Responsible Officer for the banking and reconciliation of the Lord Mayor's appeal fund.
- To maintain the petty cash disbursement system.
- To be responsible for reporting matters relating to financial and budgetary control to the Director of Legal and Governance.
- To be responsible for the Legal and Democratic Services Year End Account process and procedures in conjunction with Financial Services.
- To be responsible for the review and operation of the Members' Allowances Scheme, including membership of the Independent Remuneration Panel, ensuring the prompt payment of the correct allowances to the appropriate elected members, ensuring that as member roles change during the municipal year the appropriate payments are made to reflect the new roles of elected members.

5. To lead in the development and management of an effective quality system in Legal and Democratic Services to meet Service requirements including:

- producing, developing and reviewing the Practice Manual, covering the primary aims of the service and detailing all aspects of the operations of Legal and Democratic Services together with service wide procedures and precedents to be followed.
- acting as principal quality auditor and co-ordinating the conduct of quality audits throughout the Service
- producing work instructions and standard documentation for work within the remit of the post.

6. To be responsible for the day-to-day operation of Legal's Law Library facility including:

- the development and maintenance of up-to-date legal reference and research facilities, using ICT to its full advantage
- the provision of training in information research systems to ensure effective use by staff.

7. To act as the Service Lead for Bradnet and the Council's website content with responsibility to project manage Bradnet content creation and ensure conformity to corporate and technical standards.

8. To act as Performance Indicator Co-ordinator, responsible for development and use of Performance Indicators and targets within the Service.

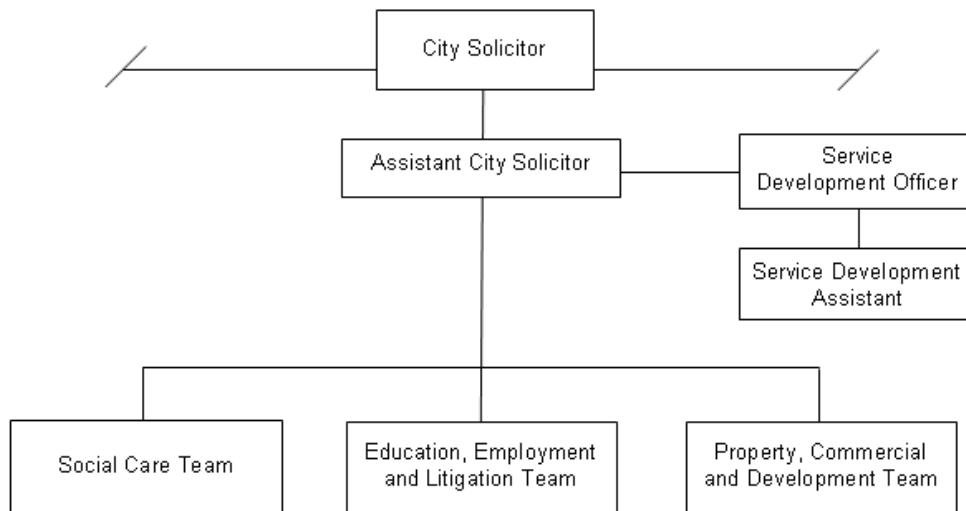
9. To lead in the development and delivery of training programmes within Legal and Democratic Services ensuring that programmes for the Legal Service comply with the requirements of the Solicitors' Regulatory Authority, including:

- extending the programme to other authority's participants with a view to producing income
- co-ordinating arrangements in connection with staff training and development
- monitoring compliance for Continuing Professional Development throughout the

Service

- monitoring the programme of staff appraisals and personal development plans
11. To assist in the maintenance and development of a best value approach to service delivery within the service.
 12. To identify significant equipment needs and liaise with Departmental Management Team or the ICT provider to agree and implement ordering and installation.
 13. To promote the Council's Equal Rights Policy.
 14. To be accountable for those appropriate responsibilities as set down in the Council's Health and Safety policies and, in addition, to take reasonable care for own health and safety and that of others who may be affected by the work of the postholder.
 15. To carry out other duties appropriate to the post.

Structure:



Special Knowledge Requirement:

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.

	Essential
Understanding of procurement and budgetary control	X
Excellent ICT skills across a range of packages	X

Understanding of management and financial systems, preferably in the public sector	x
Understands and applies health and safety working practices, including risk in own area of work and across the Service Group	x
Knows and understands how to analyse, interpret and present complex information from a variety of sources	x
Relevant experience requirement: Will be used for shortlisting	
experience within a legal financial or other regulated sector preferably within a local government setting	
experience of supervising staff	
Experience of financial/budget management	
Experience of computer based systems used in a office environment, preferably including case management systems	
Relevant professional qualifications requirement: Will be used for shortlisting	
Business or equivalent degree.	
Core Employee competencies at manager level to be used at the interview stage.	
Carries Out Performance Management	
Communicates Effectively	
Carries Out Effective Decision Making	
Undertakes Structured Problem Solving Activity	
Operates with Dignity and Respect	
Working Conditions:	
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.	
Special Conditions:	
You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.	

Compiled by: Dermot Pearson Date: 19 April 2015	Grade Assessment Date:	Post Grade:
For HR use only	SAP Input Date	Name of Data Inputter

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