



Legal Officer (Governance)

Job Details

Job title: Legal Officer (Governance)

Grade: PS05 (Postcode NRTNJC0950)

Reports to: Legal Business Manager

Directorate and Service area: Law and Governance, Legal Services

Purpose of Job

Governance is at the heart of everything we do, first and foremost we are part of a legal team working in local government. This role is expected:

To support the Monitoring Officer in the discharge of North Northamptonshire Council's statutory governance functions, with particular responsibility for standards matters and the administration of complaints under the Members' Code of Conduct, ensuring compliance with legislation, the Council's Constitution, and the promotion of high standards of ethical governance.

Key Responsibilities:

- Administer Members' Code of Conduct complaints, including receipt, logging, acknowledgement, initial assessment and progression of complaints in accordance with the Council's adopted arrangements.
- Draft clear, impartial and legally accurate correspondence, reports and decision notices, including committee papers, relating to governance, standards and Code of Conduct matters.
- Liaise professionally with complainants, elected Members, Independent Persons, investigators, Democratic Services officers and service areas to obtain information, manage expectations and progress cases lawfully and within required timescales.
- Support the Monitoring Officer with constitutional and governance processes, including assisting with updates to the North Northamptonshire Council Constitution, associated procedures, protocols, guidance and templates, particularly relating to standards and Member conduct.
- Contribute to continuous improvement of governance workflows, template documentation and case management processes to support effective and efficient standards administration.
- Support standards-related work arising occasionally, including matters linked to elections, by-elections, Member co-option, external audit findings, Ombudsman investigations or relevant court decisions, as required.

General Responsibilities applicable to all Jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person Specification – Legal Officer (Governance)

Attributes	Essential Criteria	Desirable Criteria
Education, Qualifications and Training	Law Degree or equivalent qualification Partial qualifying work experience Evidence of continuing professional development.	Legal training or paralegal certification. Specific training or CPD relevant to the subject area
Experience and Knowledge	Experience managing a routine caseload under supervision. Knowledge of Code of Conduct assessment. Ability to use CMS systems (e.g., Iken) and maintain accurate property records.	Experience liaising with officers, Councillors and external representatives.
Ability and Skills	Strong organisational skills with the ability to manage competing deadlines. Ability to identify legal issues and provide proportionate initial advice, escalating complexity appropriately. High attention to detail in written communication and drafting.	Previous experience in or an understanding of Local Government Routine advice to Councillors. Ability to contribute to templates, precedents and process

	Effective written and verbal communication skills including clear legal drafting. Ability to plan workloads and processes weeks in advance. Ability to maintain professionalism when dealing with distressed, frustrated or adversarial parties.	
Equal Opportunities	Ability to demonstrate awareness /understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Promote and display the Council's values of being: • Customer-focused • Respectful • Efficient • Supportive • Trustworthy Ability to handle sensitive and distressing case material. Ability to travel for work purposes.	