

# Kent County Council

## Job Description: *Governance Advisor*

---

**Directorate:** Chief Executive's Department

**Unit/Section:** Legal Services

**Grade:** KSI

**Responsible to:** Senior Governance Manager

### **Purpose of the Job:**

Supporting the work of the Governance Team within Legal Services in ensuring that the statutory and constitutional role of the Monitoring Officer within Kent County Council is effectively delivered.

Support the Senior Governance Manager in the assessment and development of strategies to reduce governance risk across Kent County Council. Assist in managing the medium and long-term development of the authority's governance strategy.

### **Main duties and responsibilities:**

- Provide advice to formal Council Committees on relevant governance matters through background research, production of reports, and presentation at meetings.
- Assist with the development of the Annual Governance Statement.
- Contribute to the effective management of the Member complaints process.
- Responsible for undertaking governance research, including analysis of new legislation and regulations to produce assessments of their impacts on the Council's governance.
- Contribute to the delivery of the Governance Team responsibilities within the Legal Services Division, including signing and sealing of legal document.
- Lead on the development of governance improvements projects in liaison with the Senior Governance Manager.
- Identify and develop responses to governance challenges within the Council.
- Represent the Monitoring Officer, Deputy Monitoring Officer, and Senior Governance Manager at meetings with internal and external stakeholders, including Members and Corporate Directors.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council  
 Person Specification: *Governance Advisor*

---

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Minimum degree or equivalent.
<b>EXPERIENCE</b>	<p>Experience of working in a political environment.</p> <p>Experience of the operational side of governance or policy within local government, including committee management.</p> <p>Production of detailed reports and analyses of complex subjects.</p>
<b>SKILLS AND ABILITIES</b>	<p>Ability to interpret regulations and procedures.</p> <p>Production of reports to inform governance discussions.</p> <p>Apply governance concepts and principles to complex challenges.</p> <p>Find viable solutions to a wide range of governance issues.</p> <p>Use evaluative judgment.</p> <p>Excellent verbal and written communication skills, with strong attention to detail</p> <p>Ability to work well both independently and as part of a team</p> <p>Excellent IT skills</p>
<b>KNOWLEDGE</b>	<p>Good understanding of the political environment within local government.</p> <p>Good knowledge of local government constitutional arrangements or political systems.</p> <p>Awareness of the principles of good governance.</p>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p>

	<p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
--	--