Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Governance Lawyer	**Grade**: MG1
Section: Support and Member Services	**Directorate:** Chief Executive Directorate
Responsible to following manager: Director of Law and Governance (Monitoring Officer)	**Responsible for following staff:** n/a
Post Number/s: TBC	**Last review date:** October 2026

Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

Job Purpose

To act as London Borough of Wandsworth's specialist governance lawyer to advise on complex and contentious legal and governance matters to officers, chief officers and where appropriate, elected members. To work closely with the Council's Monitoring

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Officer to ensure principles of good governance in decision-making are maintained and best practice promoted.

Specific Duties and Responsibilities

- To deliver a high quality, legal advice that aligns with the Council's governance framework and meets the Council's statutory and contractual obligations. Provide legal advice on complex local authority governance and public law issues, including advice on risk and case management strategies.

- To provide expert advice and strategic advice to the Monitoring Officer in the discharge of their statutory functions, including with assistance on complaints against members of the Councils as well as corporate complaints. Identifying wider governance implications and recommending and implementing improvements to policy, procedure and practice.

- Provide legal advice in response to queries raised by officers or councillors, and in particular legal governance advice, and to write and provide legal comments on reports to the Councils' committees and chief officers.

- To attend and provide legal advice to meetings, task and finish groups, and committees of the Councils. Specifically advising on governance issues, aspects of the Council's constitution and associated protocols, updates to these, and training for officers and members.

- Determining the effect of new legislation and advising specifically on the impact of new legislation on the delivery of the Councils' services or functions. To make recommendations for changes to policy, procedure and practice, lead and monitor their implementation across relevant services, deal with consequential issues, and provide clear briefings to officers and councillors.

- To research, evaluate and apply emerging practice across the public sector, specifically those relating to local government, developing innovative and practical governance solutions. To lead cross-service governance improvement projects, establish standards and guidance for officers, and monitor their effectiveness to ensure continuing compliance with legislation, statutory guidance and recognised good practice.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.

- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.

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- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems

- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

- To understand the Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the two Councils.

- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including where approved supporting the London Borough of Richmond's legal and governance requirements as well as emergency and priority situations, will form part of the role.

Additional Information

Team structure



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Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please familiarise yourself with our values as they are an integral part of our recruitment and selection process.

Person Specification Requirements			**Assessed by A/I/T/C (see below for explanation)**
Knowledge	**Essential**	**Desirable**	**Assessed**
A thorough, comprehensive and practical understanding of public law principles.	Yes		A/I
Comprehensive and detailed knowledge in relation to local government law, data protection and freedom of information, electoral law, governance and constitutional issues.	Yes		A/I
Experience	**Essential**	**Desirable**	**Assessed**
Experience of working in:	Yes		A/I

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• Public law including advising on policy issues relating to at least two of the following practice areas: education, social care, highways and planning, contracts, employment, local authority governance or health • Data Protection and Information Governance in a public law context			
Significant experience of undertaking and advising on complex cases or projects within a public law context	Yes		A/I
Significant experience in advising on good governance arrangements, and effective decision making	Yes		A/I
Experience of writing briefings for Members, chief officers and senior managers which are clear and concise		Yes	A/I
Experience of managing code of conduct complaints against members		Yes	A/I
Success in building, and sustaining effective relationships with stakeholders, colleagues, clients and external contacts and in negotiating with relevant contacts.	Yes		A/I
Skills	**Essential**	**Desirable**	**Assessed**
Demonstrates excellent written and verbal communication skills and the confidence to present advice, reports and verbal accounts clearly and credibly to a variety of different audiences including council committees and client meetings.	Yes		A/I
Ability to analyse complex information and produce credible and pragmatic advice which can be confidently acted on.	Yes		A/I
Acts as a role model to others working across several teams, sharing knowledge and experience, when necessary, whilst respecting and valuing the contribution others' experiences can bring.		Yes	A/I
Ability to engage effectively with different customers/clients including senior staff and councillors demonstrating an awareness of the political context in which the Councils operate.	Yes		A/I

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Ability to use initiative to achieve deadlines and manage conflicting priorities.	Yes		A/I
Adapts to changing demands and demonstrates flexibility to take on new areas of work including an ability to get up to speed quickly and effectively.	Yes		A/I
Ability to use a range of information and communication technology effectively and an ability to manage any confidentiality and data protection issues appropriately.	Yes		A/I
Qualifications	**Essential**	**Desirable**	**Assessed**
An admitted solicitor, barrister or fellow of the Chartered Institute of Legal Executives, with a current practising certificate, with substantial post – qualification years relevant post admission experience.	**X**		**A/C**
Evidence of continuing professional development	**X**		**A/I**

A – Application form / CV
I – Interview
T – Test
C - Certificate

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