

PEMBROKESHIRE COUNTY COUNCIL

JOB DESCRIPTION

JOB TITLE:	MONITORING OFFICER	POST REF: SCLC
RESPONSIBLE TO:	CHIEF EXECUTIVE. HEAD OF LEGAL AND COMMITTEE(FOR LEGAL WORK)	

JOB PURPOSE

To act as the Council's Monitoring Officer and to undertake high profile legal work.

PRINCIPAL RESPONSIBILITIES

1. Act as the Council's designated Monitoring Officer under section 5 of the Local Government and Housing Act 1989.
2. Attend meetings of Council and Committees as appropriate.
3. Undertake high profile legal work under the direction of the Head of Legal and Committee Services.
4. Deliver training to Members and representatives of Community Councils on the Members' Code of Conduct.
5. Undertake such other duties of a similar nature and responsibility level as may be required from time to time at the direction of either the Chief Executive or the Head of Legal and Committee Services.

PERSON SPECIFICATION

1. A qualified Solicitor or Barrister – at least ten years post qualification experience is essential.
2. Extensive Local Government experience at a senior level.
3. First class inter-personal skills.
4. Excellent oral and written communication skills.
5. To have a flexible attitude to work and be prepared to undertake varied and diverse responsibilities from time to time.