

## JOB DESCRIPTION

**Job Ref Number:** IP1-25

**£500 PA retainer, plus referral fees payable.**

### Independent Person for Standards Matters

#### PURPOSE OF JOB:

To undertake the statutory role of Independent Person appointed under Section 28(7) of the Localism Act 2011 and to help the Combined County Authority to discharge its duty to promote and maintain high standards of conduct of the Mayor, Elected Members and Co-opted Members.

#### TEAM STRUCTURE:

This role sits outside of the Authority, working alongside the Interim Monitoring Officer.

#### MAIN DUTIES:

- |   |   |
|---|---|
| 1 | Advising the Interim Monitoring Officer in connection with the assessment and post-investigation stage of complaints against the Mayor, Councillors and Co-opted Members.   |
| 2 | Reading and digesting investigation reports into complaints against the Mayor, Councillors and Co-opted Members.  |
| 3 | Advising the Audit Committee in connection with complaints and potential sanctions where a failure to comply with the code of conduct has been established.   |
| 4 | Advising the Mayor, Councillors and Co-opted Members of Greater Lincolnshire Combined County Authority in connection with complaints made against them under the code of conduct.   |
| 5 | Assisting Greater Lincolnshire Combined County Authority in discharging its duty to promote and maintain high standards of conduct by the Mayor, Councillors and Co-opted Members of the Authority within its area of jurisdiction. |
| 6 | Ability to reach balanced and reasoned conclusions having considered complex material and applied an impartial and fair approach to all of the written and oral material provided.  |
| 7 | Ability to demonstrate and promote a commitment to the Authority's equality and diversity policies.   |
| 8 | Ability to attend daytime meetings at County Offices, or remotely, sometimes at short notice.   |

## PERSON SPECIFICATION

| Requirements  | Where identified* | Essential | Desirable |
|---|-------------------|-----------|-----------|
| Ability to analyse information in logical way and form a balanced opinion.                  | Application       | Yes       |           |
| Ability to exercise sound judgement.  | Interview         | Yes       |           |
| Ability to take an objective view of sometimes emotive situations.                          | Application       | Yes       |           |
| Ability to communicate well orally and in writing.  | Application       | Yes       |           |
| Ability to express ideas and points of view effectively whilst being an effective listener. | Interview         | Yes       |           |
| Ability to analyse and solve complex problems.  | Application       | Yes       |           |
| Ability to persuade and influence.  | Interview         |           | Yes       |
| Knowledge of Local Government and the role of elected Members.                              | Application       |           | Yes       |
| A good general education, sufficient to deal with relevant paperwork at issues.             | Application       | Yes       |           |
| Experience of dealing with complaints.  | Application       |           | Yes       |
| Experience of interpreting codes of conduct.  | Application       |           | Yes       |
| High standards of personal integrity and a commitment to equal opportunities.               | Interview         | Yes       |           |
| Firm belief in the importance of high standards and probity and conduct in public life.     | Interview         | Yes       |           |
|   |                   |           |           |

\*A = Application form      T = Test/Assessment      I = Interview      P = Presentation

## GENERAL

The postholder is expected to work to the Greater Lincolnshire Combined County Authority Core Values and Behaviours and to carry out the duties in accordance with Greater Lincolnshire Combined County Authority policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Greater Lincolnshire Combined County Authority Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.