

# Job Profile

Position Details	
Post	Independent Person
Service Area	Corporate Governance
Reports to	Assistant Director for Corporate Governance
Grade	OFFSCALE
Job Family	To be completed by HR

Role Purpose
<p><i>An independent person to support and advise the promotion of high ethical Standards in Haringey Council. The role will entail supporting both the Monitoring Officer and Standards Committee with recommendations and advice on allegations of misconduct concerning councillors and co – opted members.</i></p>

Main Responsibilities
<ol style="list-style-type: none"> <li>1. Promote and maintain high standards of conduct by councillors and co-opted members</li> <li>2. Provide views to the Standards Committee before it takes a decision following an investigation about an alleged breach of the Code of Conduct for Councillors.;</li> <li>3. If requested, provide views to the Standards Committee and/or the Monitoring Officer about allegations where no investigation has taken place or before an investigation has been commenced;</li> <li>4. If requested, provide views to a member or co-opted member of the authority whose behaviour is the subject of a complaint that they have breached the Code of Conduct;</li> <li>5. Be considered for appointment to the Council's Committee (currently Staffing and Remuneration Committee) responsible for advising the Council on the dismissal of the Council's Head of Paid Service, Chief Finance Officer and Monitoring Officer.</li> </ol>

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Generic Responsibilities

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
1. <i>Good analytical, questioning and interpersonal skills</i>	E
2. <i>Able to observe confidentiality at all times</i>	E
3. <i>Experience of decision making skills involving sensitive issues</i>	E
4. <i>Objective, impartial, open minded with a high level of integrity</i>	E
5. <i>Political awareness but independent of any political party</i>	E
6. <i>An understanding of the role of a Council and its Councillors</i>	E
7. <i>On the register of local government electors</i>	E
8. <i>Sufficient time to devote to the appointment</i>	E
9. <i>An understanding and interest in standards of conduct in public life</i>	D
10. <i>Experience of dealing with people and matters where conduct and actions must be of the highest standard</i>	D
11. <i>A commitment to the effective provision of public services</i>	D

Main Contacts & Other Information
<u>Main Contacts:</u>  Bernie Ryan – Assistant Director for Corporate Governance  <u>Other Information:</u>

This position does not require the postholder to undergo a DBS (Disclosure and Barring Service) check.

#### Organisational Structure

Please provide organisation structure chart.

## Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				No
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.			Use of a computer.		
Audio typing.			Crisis or conflict situations.		
Walking more than a mile.			Manual handling.		
Working alone or in isolation.			Working in confined spaces.		
Driving a car, van or minibus.			Preparing or serving food.		
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.			Working in awkward positions, e.g. stooping, bending, reaching.		
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.			Operating heavy or hazardous machinery including forklifts, diggers or cranes.		
Regular and repetitive movements.			Working shifts / unsocial hours, nights.		
Outdoor work involving uneven surfaces.			Standing or sitting for prolonged periods.		

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.			Working at heights / on ladders, roof work.		
Teaching, or responsibility for, children.			Outdoor work involving extremes of temperature.		
Electrical hazards.			Control and restraint.		

<b>Resources</b> – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
N/A
<b>Cash/Financial Resources</b> - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
N/A
<b>Plant/Equipment</b> - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
N/A
<b>Stocks/Materials</b> - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
N/A
<b>Data Systems</b> - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
n/a
<b>Buildings</b> - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
<b>N/A</b>