

## JOB DESCRIPTION



**Job title:** Head of Governance and Support Services  
**Directorate:** Corporate Strategy  
**Grade:** 8

### JOB CONTEXT / DIMENSIONS / RELATIONSHIPS:

**Reports to:** Chief Executive  
**Manages:** Governance and Support Services Team with direct reports  
**Liaison with:** All relevant Stakeholders, internal and external

### JOB PURPOSE:

- Preparation, review and implementation of the SDNPA's Governance arrangements, including member decision making and member support services, information management, ethical governance, risk, business continuity and to act as the SDNPA's Data Protection Officer
- SDNPA statutory Data Protection Officer in accordance with section 4 of the General Data Protection Regulations
- Leadership and management of the Support Services, Executive Support and Member Services teams to ensure delivery of the SDNPA's statutory obligations.

### KEY ACCOUNTABILITIES:

- Lead and manage the delivery of services to Members ensuring that they are supported to make a full and effective contribution to the work of the NPA and comply with statutory responsibilities in all areas of work.
- Give advice on the application of standing orders, codes of conduct, data protection, freedom of information and other governance obligations and, where appropriate commission external advice from legal services, the Monitoring officer or others as appropriate.
- Commission and contract manage the legal services and monitoring Officer contracts to ensure the SDNPA is properly advised and is aware of the best legal practice and emerging issues.
- Support the investigation of complaints against members made under the code of conduct
- Ensure the authorities compliance with relevant legislation and good practice in relation to Information Management including Transparency, access to information (FOIA, EIR etc.) and information security
- Act as Company Secretary for the South Downs National Park Trust
- Ensure the maintenance of necessary statutory registers and that processes are in place to ensure organisational compliance with ethical governance requirements.
- Manage, motivate and develop the teams Support services, executive support and governance team (Member Services)
- Manage the authorities corporate risk processes and business continuity arrangements
- Other duties requested by the SDNPA in line with the grading of this post.

## **CORPORATE RESPONSIBILITIES**

Maintain awareness of and compliance with the ethical, legal and policy framework within which the organisation operates including, but not limited to:

- Authority Purposes and Duty
- Performance Development Review Scheme
- National Park Circular 2010 and any subsequent updates
- Data Protection Act
- Freedom of Information Act
- Officers Code of Conduct
- Member/Officer Protocol
- Health and Safety Policies and Procedures
- Equality and Diversity Policy
- Information Technology User Policy
- Information Security Policy
- All policies/procedures and guidance related to the designated role