



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Director of Law and Governance (Monitoring Officer)

Candidate Briefing Pack

November 2025

Contents:

- Welcome Letter
- Timetable
- Job Description



Welcome Letter from Mike Curtis, Executive Director, Resources

Dear Candidate,

Thank you for taking the time to learn more about this opportunity and about our borough.

At the Royal Borough of Kensington and Chelsea, everything we do starts with our residents. The Grenfell tragedy changed our borough forever and reminded us that compassion, accountability, and respect must sit at the heart of every decision we make.

Since then, we've been on a journey of reflection and change. We've listened carefully to survivors, the bereaved, and the wider community, and we continue to learn from them every day. Their voices have shaped how we govern and how we deliver services. Rebuilding trust takes time and consistency, and we know this is ongoing work.

At RBKC, we're all in – committed to our residents, to one another, and to doing the right thing. That means working together across teams, being open about challenges, and holding ourselves to the standards our residents expect and deserve.

This role is central to that commitment. As our new Director of Law and Governance (Monitoring Officer) and the Council's Principal Legal Adviser, you'll help ensure that our approach to governance and decision-making is not just compliant and effective, but fair, transparent, and genuinely responsive to the people we serve.

As part of the Golden Triangle of Statutory Officers, you will work closely with the Chief Executive and the Section 151 Officer to ensure that our Council operates with integrity, openness, and the highest standards of governance.

You'll also be building on a strong foundation. Our current postholder has earned real trust across the organisation and community, embedding integrity and openness in how we work. We're looking for someone who can continue that progress – strengthening our systems, supporting sound and lawful decision-making, and maintaining the confidence of both colleagues and residents.

You will also lead our continuing legal response to the Grenfell tragedy, benefiting from the corporate memory of the current postholder, who has been retained for specific legal advice. You will lead in upholding the commitments of the Hillsborough Charter by acting with transparency, candour, balance, and integrity. You'll be supported by a skilled team and an organisation that shares your sense of purpose and accountability.

We're proud of what we've achieved, but we know there's more to do. We want to continue building a Council that listens, learns, and acts alongside its community. Your leadership will play a vital role in that journey – helping us keep our values of integrity, respect, and collaboration at the centre of everything we do.

Thank you for considering joining us.

Regards,

Mike Curtis
Executive Director, Resources

Recruitment Timeline

Date	Element
Midnight, Sunday 21 st December 2025.	Closing date for applications
Monday 5 th January 2026	Longlist meeting (no candidate involvement)
Thursday 8 th January 2026	Preliminary Interviews – virtual via MS Teams
W/c 12 th January 2026	Shortlist meeting (no candidate involvement)
Monday 19 th January 2026	Ethics Panel (virtual via MS Teams)
Tuesday 20 th January 2026	Officer Appointment Panel (in-person)
Thursday 5 February 2026	Member Appointment Panel (in-person)
25 th February 2026	Full Council Appointment (no candidate involvement)



JOB DESCRIPTION

Job Title	Director of Law and Governance (Monitoring Officer)
Department	Resources
Section or Service	Legal and Governance
Grade	M

DESIGNATION:

Responsible to:	Executive Director, Resources
Employees directly supervised (if applicable):	As below
Family Tree	
<ul style="list-style-type: none">• Head of Governance and Mayoralty Services• Principal Solicitor x 1 and matrix arrangement with WCC for 5 other Principal Solicitors and Business Manager.• Data Protection Officer (Matrix Arrangement with WCC)	

JOB PURPOSE:

The Director of Law and Governance (Monitoring Officer) is part of the Resources Leadership Team.

The role plays a key part in the delivery of the Council's corporate strategies through the development and leadership of modern legal and governance services, ensuring that our community is at the heart of everything the Council does.

As the Council's Principal Legal Adviser, the postholder will provide authoritative advice and assurance to Members, the Chief Executive, and senior leaders, ensuring that decisions are lawful, transparent, and made in the public interest.

Working within a complex environment, the postholder will work collaboratively at a senior level across the Council, delivering the highest standards of modern governance and practice, and preparing services within the professional scope of the role for future challenges.

Additionally, this role involves working closely with the Director of Law at Westminster City Council to lead the bi-borough legal service, as well as with other Monitoring Officers across London to ensure we are at the forefront of best practice and can offer the best advice to our Members.

DUTIES AND RESPONSIBILITIES:

To lead and manage the Law and Governance function for the Royal Borough of Kensington and Chelsea, ensuring that the division:

- Makes an active contribution to the leadership of the Council.
- Ensures the provision of an effective, efficient high quality legal and democratic service, reflecting modern best practice to Members and officers.
- Provides effective, efficient and high-quality advice in a timely proactive and outcome focused way.
- Develops and maintains positive relationships with diverse elected members to ensure the Council's strategic priorities are effectively implemented and to support Members to undertake their roles.
- Acts in the capacity of Deputy Acting Returning Officer, or other appropriate roles, if so appointed by the relevant Council's Returning Officer, ensuring that the election process runs smoothly and complies with all relevant legislation.
- Is responsible for the effective operation of the Council's Constitution and the Councillors' Code of Conduct including initial decision making on complaints.
- Supports effective, efficient best practice and legally sound electoral service.
- Fulfils the role of the Royal Borough of Kensington and Chelsea's Monitoring Officer with statutory responsibility under S5 of the Local Government and Housing Act 1989 and the Localism Act 2011 and related legislation.

- Has effective corporate governance arrangements in place to support the Council to make lawful decisions and to act in the public interest.
- Oversee our legal response to the Grenfell tragedy, upholding the Hillsborough charter and prioritising transparency, candour, balance, and integrity.
- Promotes equality among all staff and ensures that services are delivered in a way that promotes equality of access.
- Identifies new, inclusive and innovative ways of delivering services that provide high quality and good value for money.
- Drives the implementation of consistently high-quality service standards and levels of customer service.
- Is a role model for the Council's behaviours and leadership expectations.
- Maintains an awareness of national policy and proposed legislation relevant to the Council.
- Challenges and signs off financial strategies and plans/budgets that support the effective delivery of strategic priorities; monitors the Directorate budgets within the scope of the role and ensure it is effectively controlled, driving down spend where appropriate; holds managers to account to manage their budgets and to provide services that are delivered or procured that represent value for money.
- Provides inspirational and professional leadership to staff, establishing and promoting an inclusive culture of personal development that enables staff to realise their potential, manage their careers and therefore improve outcomes.

ADDITIONAL REQUIREMENTS

As part of your substantive post as a senior Council officer, you will be required to participate in the Council Silver role on a rota basis. A Silver commander is responsible for implementing the strategic direction set by Gold, developing and coordinating the tactical plan, and protecting life, property, and the environment by ensuring rapid and effective actions through the Council Silver Group, which they chair, while working between the strategic and operational levels of command. Silver command duties are fulfilled by participating in the on-call rota, being contactable, and participating in the mandatory Silver training and exercising, ensuring continuous availability when on call and readiness to respond to emergencies. Informed by our learning from the Grenfell tragedy, all senior managers are expected to play an active coordination and leadership role in the Council's broader emergency response efforts during major or serious incidents. This includes working closely with the Gold and Silver command structures, proactively offering support and resource from their own services in the event of an incident and mobilising their staff as necessary to help residents during their time in need, through both the response and recovery phases.

PERSON SPECIFICATION

<ul style="list-style-type: none">• Solicitor or Barrister admitted in England and Wales and able to undertake reserved activities under the Legal Services Act 2007.
<ul style="list-style-type: none">• Substantial experience of Legal Services, evidenced by a solid track record of success, leading high quality services
<ul style="list-style-type: none">• A successful track record of engaging effectively with others at a senior level and building proactive partnerships with key stakeholders
<ul style="list-style-type: none">• Experience and demonstrable success in managing organisational change, new ways of working and securing support of others in the process within a large complex organisation
<ul style="list-style-type: none">• Ability to balance strategic leadership and direction with effective operational management
<ul style="list-style-type: none">• Ability to apply discretion and initiative in dealing with complex issues
<ul style="list-style-type: none">• Authoritative and influential with highly developed relationship management and networking skills, with the ability to foster joint working across service and organisational boundaries for the benefits of residents and communities
<ul style="list-style-type: none">• Culturally engaging with an ability to inspire and command respect, trust and confidence of EMT, Council Members and other colleagues and stakeholders.
<ul style="list-style-type: none">• Excellent negotiation and influencing skills, able to persuade others to alternative points of view.
<ul style="list-style-type: none">• Ability to adopt best practice, modern, innovative working practices, which enable the delivery of corporate priorities.
<ul style="list-style-type: none">• Customer oriented, with well-developed networking and partnership skills, able to build relationships with a range of stakeholders.
<ul style="list-style-type: none">• Financial and commercial awareness and effective budgeting and financial management skills.
<ul style="list-style-type: none">• Political sensitivity with an ability to make progress in complex policy areas and a strong belief in the value of local democracy and accountability.
<ul style="list-style-type: none">• Commitment to the Council's values and behaviours with an ability to demonstrate personal leadership on the importance of diversity.

Our Values & Behaviours

PUTTING COMMUNITIES FIRST

- We put local people at the heart of decision making in everything we do.
- We seek to include and involve: all voices matter.
- We provide quality services that are responsive, effective and efficient.

The following examples are indicators of effective behaviour:

- I actively involve and include the communities that I serve in my work.
- I shall reflect the views of the communities in my daily work.
- I shall improve the service I provide through seeking feedback from others.

Our residents will feel that:

- I have been included
- I can see how my views have been taken into account
- I can see improvements and developments based on my input

RESPECT

- We listen to everyone and value the personal experiences of people in our communities and of each other.
- We adopt a fair, and involving approach regardless of any way in which an individual is different to us.

The following examples are indicators of effective behaviour:

- I adapt my approach to take account of all differences and cultures in the community and with colleagues.
- I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves.
- I communicate in a way that is respectful, encourages involvement and meets people's needs.

Our residents will feel that:

- I feel my culture and background are respected.
- I have confidence that action is being taken.
- I feel I am being treated fairly.

INTEGRITY

- We act with openness, honesty, compassion, responsibility and humility.
- We let people know what we are doing and communicate why and how decisions have been made.

The following examples are indicators of effective behaviour:

- I demonstrate empathy in my interactions with others.
- I am honest and transparent about the decisions I take.
- I follow through on the actions I say I will take and take ownership for communicating the outcome.

Our residents will feel that:

- I am told when something is not possible and the reasons why are explained to me.
- I feel my perspective is listened to and understood.
- I feel my views are valued

WORKING TOGETHER

- We work together and in partnership with everyone that has an impact on the lives of our residents.
- We want to understand, learn from each other and continually adapt.

The following examples are indicators of effective behaviour:

- I work with others to provide an effective service for residents, local communities and other departments within the Council.
- I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.
- I seek out opportunities to learn from my colleagues and build on good practice.

Our residents will feel that:

- I can get my issue resolved without being passed around departments.
- I find it easy to access the services that I need.
- I feel the Council is open to new ideas.