**NEW**

**Manchester City Council**

**Role Profile**

**Group Leader (*Commercial/ Property/ Physical Infrastructure*), Grade 12**

**Legal Service, Chief Executive Directorate**

**Reports to: Head of Regeneration**

**Job Family: Policy & Governance**

**Key Role Descriptors:**

The role holder will lead and drive the design, development and implementation of evidenced strategies and will commission, oversee, analyse and interpret complex research and deliver high quality projects, reports and presentations across the spectrum of the Council’s interests.

The role holder will work collaboratively with both internal services and external partners in a manner which is focused on organisational objectives and embraces the principle of joint working.

They will ensure the effective and prioritised deployment of resources to provide reliable information and support to managers and decision makers.

The role holder will professionally and effectively discharge a personal caseload of complex, high value and sensitive matters,

**Key Role Accountabilities:**

Working collaboratively across the wider Council as a partner to services, provide specialist advice to the development and implementation of strategic organisational objectives, providing, information, support and challenge to ensure that client services meet their objectives outlined in business plans and cases. Ensure services are effectively aligned to and accountable for the delivery of authority objectives.

Lead the development of strategic responses through provision of specialist advice, insight, support and challenge to support the delivery of organisational priorities, and to ensure the Council is able to meet its legal obligations

Working with existing managers, business plans and strategies which clearly reflect the objectives and goals of services both at operational and strategic levels, including analysis of how services contribute to the delivery of the Group’s objectives enabling the co-ordination of all resources in a well-planned and controlled manner, ensuring that service requirements and resource levels are fully identified.

Ensure the development, maintenance and monitoring of effective systems and information to support the delivery of key objectives.

Expand on the developed linkages and create new links with greater coordinated working both within the service and with other services and key stakeholders to ensure that the service contributes to the development and delivery of key priorities with regard to service development and strategic direction.

Represent the service/organisation in meetings, working groups and other forums, providing an input that proactively drives delivery of priorities.

To be able to effectively influence a range of stakeholders in order to achieve beneficial outcomes for the Manchester and Salford Legal Service.

A strong and clear advocate for the organisation’s ***m people*** approach.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Demonstrate personal commitment to continuous self-development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the role holder is disabled, every effort will be made to supply all the necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If however, a certain task proves to be unachievable, job redesign will be pursued.**

**Role Portfolio:**

Legal Services are the largest shared legal service in the country, providing high-quality, value-for-money legal services to all departments of Manchester and Salford City Councils. They also act for a number of external clients.

The Service provides legal support to council objectives, and valuable input into strategic planning and policy development. The ambitions and aspirations of both councils mean that the Service is always busy dealing with high quality, interesting and challenging legal work.

**The Structure of Legal Services**

Legal Services comprises 4 groups –Children and Families (Legal), Governance Group, Neighbourhoods (Legal) and Regeneration (People, Place and Regulation).

The Heads of each Group report to the Deputy City Solicitor.

This role sits within the Regeneration Group and comprises 3 Sections - The Commercial Section, the Physical Infrastructure (planning and highways) Section, and the Property Section.

These roles will report to the Head of Regeneration (Legal).

**The Role**

The roles will lead and manage a team of (as appropriate) Commercial Lawyers; Planning and Highway Lawyers or Property Lawyers.

Major regeneration and other projects and schemes invariably involve a great deal of cross discipline working. This is because they each involve commercial, planning and highways and property matters.

In these roles, you will also have the opportunity to “flex” your knowledge and experience of work outside of your specialist area. We pride ourselves on growing our own and developing our staff to enable them to grow and help deliver on the wide, varied and interesting work that we encounter on a daily basis.

It is expected that this role will be instrumental in developing (as appropriate) the Commercial/Physical Infrastructure/Property Groups with support from their Team Managers. They will be a key representative for the relevant Group.

For these roles the role holder will need to have recent management experience of managing a team of lawyers appropriate to the relevant areas of law according to each of the roles detailed below; relevant experience of instructing Leading Counsel and also have significant experience to satisfy the appropriate criteria (according to the relevant role) as also detailed below.

Experience and knowledge of the law in relation to the following areas would also be desirable:

* Public and administrative law
* Local Government Law

**Criteria for the Group Leader – Commercial Role**

* Extensive knowledge of the law relating to the work undertaken in the Commercial Group including significant recent experience in legal practice as a commercial lawyer dealing with complex, high value, high profile related matters and a broad range of complex, high value, high profile, transactions and matters (including regeneration related transactions and matters) involving some or all of the following:
* commercial, contract and projects law
* procurement law
* company, corporate and structures
* funding and investments
* state aid
* construction
* regeneration/development
* planning law
* information governance

**Criteria for the Group Leader (Physical Infrastructure) Role**

* Extensive knowledge of the law relating to the work undertaken in the Physical Infrastructure Group including significant recent experience in legal practice dealing with a broad range of complex, high value, high profile infrastructure, planning, highways, compulsory purchase, enforcement and regeneration related transactions and matters.

* Demonstrable knowledge of the law and procedure relating to Compulsory Purchase and relevant recent experience of dealing with and advising on the making of compulsory purchase orders.
* Relevant experience of preparation for and attendance at public inquiries and Court hearings.

**Criteria for the Group Leader (Property) Role**

* Extensive knowledge of the law relating to the work undertaken in the Property Group including significant recent experience in legal practice as a commercial property lawyer dealing with a broad range of complex, high value, high profile land and property related transactions and matters (including regeneration related transactions and matters).

**Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**Generic Skills**

* **Communication skills:** Ability to build and maintain strong networks of support both internally and externally and to forge effective partnerships with external agencies, voluntary and statutory, and key stakeholders for the continuous improvement of services. Ability to harness the full commitment and responsibility of key stakeholders in delivering the vision of excellence for the city.
* **Analytical Skills:** Application of strong analytical reasoning skills and intellectual focus, taking in the wider external and internal environments. proactively think through problems rather than reactively following a procedure-driven approach
* **Planning and Organising:** Sets clearly defined objectives, plans activities and projects well in advance and takes account of changing circumstances; identifies and organises resources and manages time effectively monitoring performance against milestones and deadlines.
* **Problem Solving and Decision Making:** Ability to react to immediate problems of a highly complex nature with associated risk factors and deliver pragmatic solutions sometimes under extreme pressure.
* **Creative Skills** Ability to think creatively to proactively potential future scenario’s and to develop a range of creative solutions that meet the strategic needs of the business and are new and original.
* **Strategic Thinking** Thinks and acts cross-functionally and cross-organisationally, beyond one's own professional areas of specialism, perceiving the wider picture and the implications of short-term decisions for the achievement of long-term strategic goals.
* **Policy Skills:** Builds collaborative and trusting relationships with decision makers
* **Commercial Skills:** Demonstrates sound business intelligence and ability to identify commercially viable opportunities and secure value for money in service delivery.

**Technical Requirements (Role Specific)**

* A solicitor, or a barrister or a Fellow of the Institute of Legal Executives, or an equivalent legal qualification