

**Manchester City Council
Role Profile**

**Head of People, Place and Regulation, £72,031 - £77,783
Legal Services, Chief Executive Directorate
Reports to: Assistant Director People, Place and Regulation**

Band SS1 (Senior Operational/Technical Lead)

Role portfolio

Manchester City Council Legal and Democratic 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 including Rochdale Borough Council (children's social care and adults social care matters only) and the Greater Manchester Combined Authority. We are committed to delivering a high quality professional legal service.

The Service provides legal support to council objectives, and valuable input into strategic planning and policy development and those of the clients that the Service acts for or provides services to.

The ambitions and aspirations of the Councils and clients that the Service acts for or provides services to mean that the Service is always busy dealing with high quality, interesting and challenging legal work.

The role sits within the People, Place and Regulatory (Legal) Group ("PPR Group") in Legal and Democratic Services.

Overall purpose of the role

The role holder will:

- Provide operational management of a broad group consisting of five teams, each team dealing with one or more distinct areas of law:
 - Community (adults social care and education)
 - Employment (employment and HR)
 - Housing and Neighbour Nuisance (neighbour nuisance/anti-social behaviour and housing disrepair claims)
 - Litigation (defending claims against the Council and debt recovery on behalf of the Council)
 - Regulatory and Enforcement (local authority prosecutions, enforcement and licensing)
- Be the deputy senior responsible officer for and overseeing the delivery of:
 1. The work of the five teams in the PPR Group, and
 2. Cross-cutting initiatives that involve the five teams and may involve working with teams in other areas of Legal and Democratic Services;

to Manchester and Salford City Councils, Greater Manchester Combined Authority, Rochdale Borough Council (adults social care only) and other clients that the Legal Service acts for or provides legal service to.

- Actively support and contribute to the work of senior legal management team (LMT)
- Discharge a personal caseload of complex, high value and / or sensitive matters.
- Be responsible for LEXCEL compliance across the PPR Group.
- Provide joint oversight (with the Assistant Director of PPR) of the PPR Group risk registers, identifying any matters of high value, reputational, political or other sensitivities.
- Support the Assistant Director of PPR with the fixing and monitoring of income targets for the PPR Legal Group.
- Support the Assistant Director of PPR to ensure that in respect of the five teams within the PPR Group required targets are achieved and that the professional development of all officers reporting to them is monitored and achieved.

Role context

Legal Services

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

Each Group is headed by an Assistant Director, who reports to the Director of Legal and Democratic Services.

This role sits within the PPR Group which consists of five separate legal teams and which is also responsible for providing legal support to cross cutting initiatives, including Making Manchester Fairer and health and social care integration in Manchester, in Salford and across Greater Manchester.

The Head of PPR Group is primarily responsible for the operational management of the Group, working alongside the Assistant Director. The division of strategic and operational responsibilities will flex according to the needs of the business

This role will report to the Assistant Director of Legal and Democratic Services responsible for PPR.

Key responsibilities

This leadership role will provide professional and technical advice and/or operational management within a service, acting as principal advisor within their area.

The role holder will develop greater coordinated working across services, partners and communities through relationships with key stakeholders and by listening and engaging with people to deliver improved services, recognising the importance of external relationships to the organisation.

The role will adapt and develop organisational policies, applying innovative thinking to develop solutions across a range of issues.

The role holder will focus on service delivery and outcomes, driving service priorities, and adapting to changing internal and external environments to achieve for Manchester.

Manage employees and budgets successfully ensuring service needs and resource levels are identified and met. Shared or lead responsibility for a specific budget/s. Ensure statutory regulations are met to safeguard the organisation and the population of Manchester.

Provide clear communications to City Council Committees, elected Members, MPs and organisations from the public, private and voluntary sectors, to enable effective decision making.

Our leaders should be exemplars of the Our Manchester behaviours in action: demonstrating them through their interactions with colleagues and partners day-in-day-out and their overall approach to delivering for the people of Manchester. They should be confident in challenging others who are not demonstrating these behaviours and open to challenge when others feel they are not working in this way.

Foster commitment, talent and fresh thinking, challenging yourself and others and take responsibility for their own development and promoting continuous learning.

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

Behaviours, skills, and technical requirements

Our Manchester Behaviours

- We work together and trust each other
- We're proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and aren't afraid to try new things.
- We show that we value our differences and treat people fairly

Generic Skills

- **Communication and Influence:** Evidence of thinking cross-functionally and cross organisationally, beyond one's own professional areas of specialism and the ability to conceptualise new, collaborative ways of achieving shared goals.
- **Strategic Thinking:** Demonstrates a high level of political awareness and links strategies for continuous improvement with the drive to achieve national, corporate and departmental standards and goals.
- **Knowledge:** Ability to represent the organisation at a senior level in relationships with other organisations across the public sector.
- **Analytical skills:** Business planning skills with ability to manage change and make long-term plans which impacts on the whole service or the wider Council.
- **Project Management:** Ability to control projects to budget and deadline, whilst maintaining excellent quality control and working with a wide range of partners.
- **People management:** Effective development, management and motivation of staff within the service area, providing leadership and planning of for the work of the service. Establishes clear performance standards and clear targets and monitors progress to ensure continuous improvement in service delivery.
- **Creative skills:** Uses creative ability to find solutions and whilst considering policy and procedure is also confident in adopting (and justifying) novel or nonstandard approaches.

Technical requirements (Role Specific)

- In depth expertise across a service area/s and/or professional accreditation
- Must be a qualified Solicitor, FCILEx or Barrister with significant experience in the subject matter. Must possess litigation rights.

- In depth experience of working as a lawyer within one or more areas contained in the group.
- In depth experience of working as a manager within one or more areas contained in the group.
- Significant experience of dealing with and effectively managing client relationships, often dealing with high profile and sensitive issues.
- Experience of preparing, managing and monitoring significant complex legal work in a large and complex organization.
- An understanding of the national policy context for local government.