



Deputy City Solicitor (Deputy Monitoring Officer)

Service	Reporting to	Location	Grade	Salary	Hours
Legal and Governance	City Solicitor	Hybrid	Band C	£86,940 - £101,430	36.00

About the role

- Act as a Deputy Monitoring Officer in accordance with Sections 5 and 5A of the Local Government and Housing Act 1989 in the absence of the City Solicitor and as required.
- Manage the Governance Team including the corporate insurance function to ensure timely and accurate advice to ensure the Council complies with statutory requirements.
- To lead the development and delivery of legal services to the Council to meet its strategic business objectives through appropriate day to day contract management with our Shared Legal Service.
- Support the City Solicitor in the delivery of elections and all related work.
- Proactively review and make proposals for the development of the corporate governance of the Council and lead on service improvement delivery. Working closely with the Governance services promoting good governance and service delivery.
- Provide advice and guidance on lawfulness around decision-making to members and officers across the range of Council functions including deputising at formal council meetings.
- Provide high level, strategic advice on officer reports prepared for Full Council, the Executive, the Regulatory Committees, Overview and Scrutiny Committees and other decision-making bodies, and attendance at formal and informal meetings to provide advice and guidance.
- Provide professional advice and assistance to elected and co-opted members of the Council regarding compliance with the Code of Conduct for Members, and as required by the Monitoring Officer to act on any related complaints.
- To work with Members and the Shared Legal Services Joint Board and partners to define and agree the strategic business objectives of the Shared Legal Services.

Job code:
Job score:
Date of evaluation:

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- To effectively manage the Legal and Governance Teams to ensure high quality, timely advice and support is provided that enables delivery of the Council's and partner objectives including meeting their statutory and delivery obligations.
- To ensure access for all clients to appropriately trained and experienced legal advisers who work proactively to support managers on current and anticipated legal matters, demonstrate engagement with and understanding of the client's business needs and provide risk-based, solution-focused advice calculated wherever possible to enable the achievement of the client's outcomes through strong contract management with our Shared Legal Service
- To personally lead on high profile and/or complex Council projects.
- Work in conjunction with the Monitoring Officer on the Council's budget setting process and the approval of the Legal Services and Governance Services budget annually and to manage budgets to meet Salford City Council budget targets.
- Ensure that data and intelligence is at the heart of decision making and enhances the effectiveness of the council and key partnerships by forecasting and interpreting data.
- Embed positive leadership behaviours within a continually developing cultural environment, inspiring direct reports, and others to uphold the Council's strong values and leadership behaviours.
- Lead and achieve a people-centred, values based and inclusive organisational culture that promotes innovation and creativity, nurtures growth and focuses on developing and maximising potential to improve services.
- Through personal example, commitment and action develop an inclusive, supportive, and constructive environment where everyone is treated with dignity and respect and diversity is valued in the workplace, in service delivery and communications.
- Undertake duties as part of the Emergency Planning and business continuity rota.

Key outcomes

- Provide visible, strategic leadership for the Legal and Governance Service, which embodies the City Council's leadership behaviour framework, and develops a culture that promotes innovation and creativity in service transformation and delivery.

- Utilise strong contract management skills to work closely with the Shared Legal service to ensure high quality legal advice and sufficient resource for Salford City Council is available across the full range of its work.
- To actively contribute to the wider management of the Legal and Governance section of the Service Reform Directorate, the Service Reform Directorate itself and the wider corporate management of the Council.
- To manage and advocate, where appropriate, in highly complex and/or sensitive matters across the breadth of the Council's functions.
- Demonstrate strong diplomacy, negotiation and interpersonal skills which will support and influence corporate strategies to achieve the best service and project outcomes compatible with good financial management.
- Foster key strategic relationships with partners, locally, regionally, and nationally.
- Lead a people centred and values-based culture where people are encouraged to learn and develop, inspiring employees and providing senior management support within the division, motivating, and supporting all employees to achieve their full potential.
- Develop and maintain a workforce with the capacity and capability to deliver on the priorities for the service and develop a culture that promotes innovation and creativity in service transformation and delivery.

What we need from you

- You will be a solicitor or barrister with a current right to practice and have extensive, relevant, practical experience at a senior level.
- A history of promoting demonstrable success in delivering outcomes in a lead role within legal and governance within a comparable setting.
- Proven technical skills and ability in the role with a record of accomplishment for delivering outcomes.
- Experience of operating effectively and openly within the democratic process with the political acumen and skills to develop productive working relationships with elected members that builds respect, trust, and confidence, ideally within a Local Government setting.
- Proven professional credibility gained through relevant experience.
- Highly developed digital skills.
- The ability to drive coordinated working and strategic thinking within the organisation and partner organisations at local, regional, and national levels to ensure that Salford delivers our key political, organisational, and strategic priorities.

- Successful experience of creating and maintaining effective and influential partnerships, working collaboratively at a senior level.
- Proven track record as a manager of people and evidence of strong performance management and of leading a team to deliver complex work to strict and tight deadlines.
- Strong relationship management with all clients in relation to service delivery, dispute resolution and service continuity
- and delivering proactive, and innovative solutions to deliver inclusive and equitable outcomes to address any issues that arise.
- Experience of managing complex situations and information requiring analysis and interpretation and evidence-based solutions.
- A skilled communicator who communicates with clarity, conviction, and enthusiasm both verbally and in written reports and can demonstrate integrity, create rapport, and build trust and confidence.
- Understand and work within the bigger picture and broader context and able to translate to support corporate understanding of the legal and governance frameworks.
- Experience of successful strategic and operational resource and budget management.
- Ability to provide visible and supportive leadership, empowering, enabling, motivating, and developing the workforce and fostering a positive organisational culture.
- Being open to learning and sharing your knowledge and skills with others; providing coaching and support to others to help them achieve their objectives and potential.
- Personal and professional integrity and credibility that establishes respect, trust, and confidence.
- Model and demonstrates the City Council's values and leadership behaviours, creating a shared purpose and positive permission culture that enables people to thrive through development, involvement, and well-being.

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Developing your leadership skills

We want to equip our leaders with the knowledge, skills and behaviours outlined in our #LeadingSalford programme. Our aim is to support you to lead highly engaged, motivated

teams in today's rapidly changing environment. This will be achieved through a range of bite-size Master Classes designed to help you meet the expectations that we have of our Salford leaders. In addition to the core Master Classes, we also provide accredited leadership programmes which let you build on your experience, learn about emerging approaches, and further develop your leadership practice.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Developing your digital skills

Our ambition is to ensure that our workforce have the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#)







Our vision and priorities

Our vision

The council has a vision is to create 'A fairer, greener and healthier Salford'. To help us achieve this vision we have identified some key priorities to tackle the problems people in Salford are currently facing, [the Great Eight](#).

Salford is beginning a journey of economic transformation, with the mapping out of the city's economic future through key pieces of city council work. We're calling this [The Salford Way](#).

The Great Eight are:

Tackling poverty and inequality.  1	Creating vibrant places and spaces.  2	Tackling the climate emergency.  3	Skills and education (A Learning City).  4
Affordable housing and reducing homelessness.  5	Promoting transport and digital connectivity.  6	Creating an economy for all.  7	Tackling health inequalities and providing the best possible care.  8

Our leadership behaviours

As a values-based leader you will:

- Model the values and embed them into the way your team delivers services.
- Hold people accountable for demonstrating the values.
- Respect and care for others, treating everyone fairly, valuing and welcoming diversity, respecting people's identity, listening and acting on the things people say to enable everyone to achieve their full potential.
- Be honest, taking responsibility for your actions and decisions.
- Use resources that you are trusted with wisely.

To lead others, you will:

- Listen to understand, not to defend.
- Give people the freedom to use their initiative.
- Provide opportunities for people to discuss and solve problems and issues – focussed on learning, not blame.
- Regularly provide coaching and support to others to help them achieve their objectives and potential.

- Appreciate and build on people's strengths.
- Motivate, engage, encourage and inspire others in order to be the best they can be.
- Build lasting productive relationships with residents, partners and elected officials.

To lead outcomes, you will:

- Be visible, inject pace, vigour and purpose.
- Expect high standards; mediocrity is not acceptable.
- Take an evidence and whole system approach in making decisions.
- Maximise technology and models to deliver quicker, easier, better services.
- Have a digital mindset, fully utilising digital systems and solutions to deliver services efficiently and effectively.
- Set context and challenging goals that will motivate people to take ownership, maximise performance, and develop.

To build and communicate a vision for the future you will:

- Be optimistic and ambitious for the city and its people, helping others to understand the need to change how we do things.
- Build strong collaborative relationships to find creative ways to make services more sustainable and flexible.
- Recognise and value the strengths of people and places, taking a strengths-based approach to make the most of opportunities.
- Support people through change, in undertaking new things, and taking risks.
- Take a place and whole system approach in designing, delivering, and leading services developing solutions with our partners.
- Ensure inclusion is integral to service delivery and organisational performance and develop a resilient, diverse workforce who reflect the increasing diversity of our city.
- Be optimistic and ambitious for the city and its people, helping others to understand the need to transform public services.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

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Salford City Council

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.