Head of Commercial and Strategic Developments
Salary £80,800
City Solicitors, Chief Executive’s Directorate

Reports to: Deputy City Solicitor

Key Role Descriptors:

This role is a senior management post within Manchester City Council and will provide strategic leadership and management to a specific service. The responsibilities refer to both Manchester City Council and Salford City Council and where appropriate GMCA.

The role holder will manage, deploy and co-ordinate all resources in a well-planned and controlled manner, ensuring that service requirements and resource levels are fully identified.

The role holder will develop linkages and 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.

The role holder has lead responsibility for advising elected Members, Committees, Safeguarding Boards services and other stakeholders on matters relating to their service area.

Key Role Accountabilities:

Provide strategic leadership for continuous service improvement that embraces corporate priorities and initiatives, including through the professional development of teams and staff.

Ensure effective communication through high quality reports, informal briefings and presentations to City Council Committees, GMCA, elected Members, MPs and organisations from the public, private and voluntary sectors.

Manage teams and staff to deliver key Council priorities and initiatives with staff resources deployed accordingly.

Ensure that City Council corporate requirements are consistently met, including for business planning, performance management and budget monitoring.

Lead accountability for the implementation of systems and procedures in line with relevant statutory requirements and the proper application of corporate policies across all areas of the service.

A champion for Manchester’s m people ethos who embraces and promotes flexibility and change.
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.
Role Portfolio:

The Head Commercial and Strategic Development Projects will ensure that legal costs are minimised, through delivery of legal advice via the in-house legal team. This post will strengthen the overall strategic capacity of the organisation in a changing and complex local government and public sector landscape and deal with the growing work programme of public sector reform, by focusing on the commercial portfolio. The post will be the most senior Commercial Law solicitor for Manchester and Salford City Council providing Strategic advice direct to the Chief Executive, City Solicitor, GMCA, Core Investment Director and Strategic Director (Development).

The role holder will do the following:

- Most senior Commercial Law solicitor for Manchester and Salford City Council
- Most senior Commercial Law solicitor for the GMCA
- Strategic advice direct to the Chief Executive, City Solicitor, GMCA, Core Investment Director and Strategic Director (Development)
- Leadership accountability and responsibility for the development and delivery of the commercial and special projects from a Legal perspective for Manchester and Salford City Councils.
- Influence and partnership working across GM and beyond related to development and special projects – examples include the Factory, Granada Studios Development, BBC site Noma, Spinningfields, HS2
- Provide Leadership accountability and responsibility for the development and delivery of the commercial and special projects from a Legal perspective for Manchester and Salford City Councils.
- Delivery of commercial legal services to GMCA, including loan arrangements, land transactions and state aid issues.
- Development of capacity to expand income generating business, the maintenance of excellent business relationships and active development of new business.
- Responsibility for the setting and monitoring of income targets
- Actively contribute to the work of the legal management team and the city solicitor’s divisional management team.
- Discharge a personal caseload of complex, high value and sensitive matters.
Head of Commercial and Strategic Developments – Key Competencies and Technical Requirements

**Behavioural Competencies**

- **Demonstrating Resilience**: Finds the best path through conflicting pressures and competing demands, while always keeping their eye on the goal
- **Working Together**: Pro-actively targets key stakeholders and influencers and builds effective relationships with them
- **Personal Responsibility**: Accurately sets the appropriate pace of change and tackles the things that are slowing progress in their service or the organisation
- **Positively Aspiring**: Acts as a strong and credible voice for Manchester and Salford

**Generic Skills**

- **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.
- **Legal skills and knowledge**: Ability to represent the organisation at a senior level in legal, commercial and general management relationships with other organisations in both public and private sectors.
- **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.
- **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.
- **Commissioning Skills**: Ability to advise and develop local partner commissioning capabilities where there will be a direct impact on joint commissioning goals.
- **Project Management**: Ability to control numerous projects simultaneously to budget and deadline, whilst maintaining excellent quality control and working with a wide range of partners.
- **People management**: Ability to exert positive influence over the performance of others, promoting others’ self-esteem, inspiring trust and fostering confidence in others’ ability to achieve high standards, thereby enhancing a performance orientated culture which supports the delivery of high quality services to the community.
- **Creative skills**: Uses creative ability to find solutions and whilst considering policy and procedure is also confident in adopting (and justifying) novel or non standard approaches.
Technical requirements (Role Specific)

- Must be a qualified Solicitor or Barrister with significant experience in the subject matter.
- Significant experience of dealing with and effectively managing client relationships, often dealing with commercially sensitive and complex issues.
- Experience of preparing, managing and monitoring significant complex legal work in a large and complex organisation.
- An understanding of the national policy context for local government.