

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT **(LEGAL SERVICES DIVISION - LOCATION – 50 MAIN ST. E., 4th FLOOR)**

CITY SOLICITOR

OVERVIEW

The City Solicitor is responsible for providing all legal services required by the City through internal and external counsel and guidance to departments - to ensure maximum protection of the City's interests and legal rights.

Reporting to the City Manager and to City Council on legal matters, leads a division of 66 staff and manages a budget of \$3.5 million. The City Solicitor provides legal counsel to City Council, senior management, and departments on corporate matters involving legal problems/issues. Attends and provides legal advice at Council meetings and works closely with senior management to advise on changes in legislation and evaluate the potential impact on the City.

You are an accomplished senior legal practitioner and possess a track record of success managing a high calibre group of legal professionals. You are an executive with high integrity who inspires a shared vision, builds high performing teams, drives for business results and values innovation. *In this role* you will provide leadership on the City's legal issues and design and execute strategies to optimize service delivery to internal and related clients. *A proven track record in a senior capacity coupled with solid experience in a municipal legal environment are definite assets for the successful candidate.*

The City of Hamilton, an equal opportunity employer, values the diversity of their workforce and the knowledge of their people.

JOB DESCRIPTION

Reporting to the General Manager, Finance & Corporate Services, provides strategic leadership to a specialized workforce engaged in the analysis of services and recommendation of improved methods, systems or techniques to support the delivery and integrity of services to the Corporation and the public.

Accountable for establishing and achieving departmental goals and objectives through the effective and efficient use of financial and staff resources. Uses a "best practices" approach in developing and delivering quality services in a timely and cost effective manner. Instills a customer service focus in the division.

Evaluates and reports on the division's service, financial, administrative and staff performance against internal and external benchmarks. Designs and implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example.

Possesses a demonstrated record of strong leadership and guidance, customer focus, innovation / creativity, team advocacy, staff delegation, empowerment and staff development, and are results orientated.

Possesses a high level of personal integrity and are an excellent communicator.

RESPONSIBILITIES

You will assume lead accountability and responsibility for the Legal Services Division and delivery of the Legal Services and Risk Management Programs and meet the growing needs of the residents and businesses of the City of Hamilton.

The director is accountable to the General Manager, Finance & Corporate Services for ensuring the Legal Services and Risk Management Programs are provided in accordance with city and provincial guidelines with minimal

disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission, Vision & Values.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Participates in strategic planning and direction of the Department as a member of the Department Management Team.

Provides creative divisional leadership through consultation with an effective division management team.

Promotes teamwork and integration between units within the division (including external counsel) and with other parties participating in cross-functional and cross program initiatives.

Develops and empowers staff through delegation of responsibilities and accountabilities, through regular feedback, and by providing development opportunities and technical direction.

Monitors the operations and projects within the Division to ensure safety, service quality, cost-effective and timely delivery of services, and environmental and legislative compliance.

Oversees the development and monitoring of annual budgets.

Attends public meetings to present the city's position/actions to the public, media and outside government bodies.

Participates, and regularly acts as main spokesperson, in discussions on Legal Services issues.

Provides legal representation and advice on dispute resolution matters.

Oversees the development of an Enterprise Risk Management Policy and strategy.

Responds to issues and queries raised by Council.

Ensures compliance with Provincial and Federal statutes and regulations and municipal by-laws and policies.

Monitors and examines market conditions and emerging trends that impact the Municipal sector.

Negotiates and selects the retainment of external counsel.

Responds to various corporate, community, provincial or federal proposals for service initiatives, changes or enhancements.

Provide professional consultation, including reports, to Council and its Committees.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. A University degree in Law (L.L.B.) combined with a Call to the Bar in Ontario to the Law Society of Upper Canada with eight years related and progressive management experience. Thorough knowledge and understanding of statutes, regulations and by-laws affecting municipal government.
2. Ability to deal effectively with elected officials, other levels of government, management, peers, staff and the general public. Highly effective facilitation, communication, presentation and interpersonal skills. Highly developed ability to provide legal representation and advice on dispute resolution matters. Proven ability to respond to issues raised by Council and ability to regularly act as main spokesperson in discussions on legal matters.

3. Demonstrated ability to effectively manage employees in a results oriented environment. Proven ability to promote teamwork and integration between units (including external counsel) and with other parties participating in cross-functional initiatives. Highly effective ability to develop and empower staff by providing development opportunities and technical direction.
4. Demonstrated ability to lead and inspire a shared vision, build high performing teams, drive for business results and value innovation. Proven demonstrated ability to set above average standards and lead by example by providing strategic leadership to support the delivery and integrity of services to the Corporation and the public. Possesses a high level of personal integrity and is an excellent communicator.
5. Highly developed ability to provide professional consultation, including reports, to Council and its Committees to ensure maximum protection of the City's interests and legal rights. Demonstrated effective ability to attend public meetings to present the City's position/actions to the public, media and outside government bodies.
6. Experienced in evaluating and reporting on the division's service, financial, administrative and staff performance against internal and external benchmarks. Demonstrated ability to monitor and examine market conditions and emerging trends that impact the municipal sector. Highly experienced in negotiating and selecting the retainment of external counsel. Demonstrated ability to oversee the development and monitoring of the Legal Services Division's annual budget.
7. Demonstrated experience establishing, monitoring and achieving divisional goals and objectives through effective and efficient use of resources by using a "best practices" approach in delivering quality services in a timely and cost effective manner; establishing service agreements with client departments to manage expectations and service demands. Demonstrated effective ability to instill a customer service focus across the division.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
