

CITY OF HAMILTON

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

DEPUTY CITY SOLICITOR

OVERVIEW

Reporting to the City Solicitor provides leadership to lawyers in the Commercial/Development/Policy Section of the Division as well as assuming carriage of legal files.

Demonstrate a record of strong, consultative leadership and guidance, customer focus, innovation/creativity, team advocacy. Possess a high level of professionalism and integrity, and excellent communication skills.

Accountable for establishing and achieving Section 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. A results-oriented leader who supports a customer service focus in the Section.

Establish goals, objectives, expectations and benchmarks in consultation with the City Solicitor, staff lawyers, client groups and other relevant staff, for the Section and for each individual lawyer; works with Manager, Legal Services including development of Section work plans, division business service plans, and service level agreements. Design and implement strategies which improve effectiveness and efficiency.

Monitor, evaluate and report on the Section's service, and staff performance against internal and external benchmarks. Provide feedback to lawyers including regular performance appraisals. Delegate and empower staff, identifying opportunities for staff development.

RESPONSIBILITIES

The Deputy City Solicitor is accountable to the City Solicitor for ensuring the Legal Services Program is provided in accordance with City and Provincial guidelines and in the most effective and efficient manner consistent with the City of Hamilton Strategic Plan.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Ensures efficient and effective distribution of caseload to lawyers within the Section.

Ensures efficient and effective delivery of legal services by the Section.

Provides legal representation and advice on high level legal matters within their area of expertise.

Provides supervision and mentoring to lawyers within the Section.

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

Participates in strategic planning and direction of the Division.

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 of client satisfaction, and by providing quality assurance, 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.

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 the absence of the City Solicitor, on Legal Services issues.

Responds to issues and queries raised by Council in the absence of the City Solicitor.

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

Assists with the negotiation and selection of external counsel.

Responds to various corporate, community, Provincial or Federal proposals for service initiatives, changes or enhancements.

Perform such other duties from time to time, as may be assigned by the City Solicitor, which are directly related to the normal job function.

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 progressively responsible management experience in a municipal environment with emphasis on municipal law and litigation, advocacy, policy, administrative and labour/employment law.
2. Advanced knowledge and expertise in a defined area of law normally attained through 12 to 15 years of progressively more responsible practice in the area.
3. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big picture thinking.
4. Highly developed ability to articulate a vision, to lead and inspire others.
5. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
6. Experienced in designing and delivering customer focused programs and services.
7. Excellent interpersonal skills and ability to express ideas effectively, orally, in writing and through formal presentations.
8. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
9. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
10. Must have computer skills in a Windows environment utilizing MS Office software.

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