

February 2023

Dear Candidate

Assistant Director for Legal & Assurance: Sandwell MBC

SALARY: £79,387 TO £90,482 HAY2

Thank you for your interest in the role of Assistant Director for Legal & Assurance.

Sandwell Council is going through significant change and the role of Assistant Director for Legal and Assurance provides a fantastic opportunity for the right candidate to play a pivotal role in shaping the council's future, and its success.

Sandwell Council has an ambitious Corporate Plan and Vision that puts Sandwell residents at the heart of everything that it does. Sandwell is a thriving, optimistic and resilient community. It's where we call home and where we're proud to belong - where we choose to bring up our families, where we feel safe and cared for, enjoying good health, rewarding work, feeling connected and valued in our neighbourhoods and communities, confident in the future, and benefiting fully from a revitalised West Midlands.

The successful candidate will therefore have a proven track record on working with Elected Members and senior officers at a strategic level, have a sound understanding of good governance and effective decision making, be skilled at explaining complex and significant matters effectively to a variety of different audiences. You will deputise for the Director of Law and Governance when required and undertake the full range of duties and responsibilities associated with the role of Deputy Monitoring Officer.

As the Assistant Director for Legal and Assurance you will lead the council's in-house legal team deliver excellent services, providing specialist advice on a range of subject matters from major projects, contracts and procurement through to housing, commercial property, civil and criminal litigation. You will also lead the Governance Team and

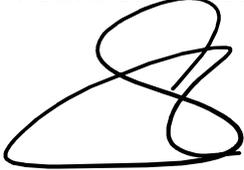
ensure the Council meets its obligations under the Freedom of Information Act 2000, UK GDPR and Data Protection Act 2018.

As the manager of a large and varied team, you will have excellent emotional intelligent skills and be able to motivate and engage staff. You will have overall responsibility for the effective management and performance of the service, together with a strong understanding of budget management. You be responsible for developing the service plan for the service, setting and monitoring key performance indicators, determining service level agreements and embedding a culture of continuous improvement.

The role of Assistant Director of Legal & Assurance provides the successful candidate with the opportunity to truly make a difference not just within the Law and Governance directorate but across the whole Council, our communities and beyond.

I wish you well – and good luck!

Yours sincerely,

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the bottom.

Surjit Tour
Director of Law and Governance
& Monitoring Officer