

Job Description

Job title: Senior Legal Counsel

Executive, Governance and Legal Services

Grade: H Role profile: SMG1

Salary: £58,225 - £70,000 (inclusive of a market supplement of up to £2,532)

Part-time (29.6 hours/0.80 FTE), Permanent

	Duties of the role
Overall purpose of the role	To lead on legal advice on complex commercial projects across the University. Reporting to and working closely with the Associate Director of Legal Services and General Counsel (GC) you will assist in the management of the legal services function and may have some line management responsibilities from time to time. You will provide a timely, risk based and pragmatic legal service to the University.
Main duties and responsibilities	<p>The Legal Services team makes up part of the Executive, Governance and Legal Services directorate of the University and comprises a team of legally trained professionals who advise on a wide range of legal matters for the University. The Legal Services team provides advice to all faculties and directorates of the University and currently comprises the GC, 3 Senior Legal Counsels and administrative support.</p> <p>Main duties are:</p> <ol style="list-style-type: none"> 1. To provide a responsive, risk based and pragmatic legal service involving advice on a range of legal areas, including general commercial contracts, intellectual property, data protection, public procurement, education and consumer rights, at all times ensuring our range of contracts and agreements adhere to relevant legislation, University policy and strategy and otherwise protect the interests and reputation of the University; 2. To advise on litigation risk; 3. To effectively manage and run a heavy caseload of legal matters with minimal supervision working to tight deadlines; 4. To deputise for the GC where required; 5. In conjunction with the GC to manage any junior members of the Legal Services team and support team members to deliver work on time and of the right quality (including some line management responsibilities from time to time); 6. Assist the GC in the collation of management information on the team's performance; 7. To provide excellent client care in the provision of legal services to the University; 8. To adhere to service levels prescribed by the GC from time to time; 9. To support and advise the University in relation to data protection and freedom of information, including in the context of cross-border data transfers and assessing the implications of foreign data protection laws; 10. To advise on and draft all forms of contracts including, for example, confidentiality agreements, consultancy agreements, apprenticeship agreements, collaboration agreements with industry and HE partners, partnership agreements, research contracts, grant agreements, international agency contracts, progression agreements and TNE partnerships and agreements;

11. To assist the GC with strategically important advice and agreements;
12. To advise on and assist with due diligence exercises for our TNE partnerships, and instruct and manage external lawyers as required;
13. To clearly and succinctly explain legal issues to academics, business development managers and senior staff;
14. To develop and update standard form documentation as required and assist the GC to develop systems and procedures to improve the reliability and performance of legal service delivery;
15. To take part in and lead, as required, training sessions for staff on a range of legal issues and updates on changes to legislation affecting the University;
16. To 'horizon scan' new legislation that may impact the University in the future;
17. To provide advice on Intellectual Property (IP) issues and negotiate IP licences as required;
18. To protect the University's IP in its results of research ensuring future use for research and commercialisation and optimal return and use in line with agreed instructions;
19. To effectively support and/or participate in projects by representing Legal Services across the University;
20. To work closely with colleagues in finance and procurement teams in accordance with standard operating procedures;
21. To gain a clear understanding of the governance of the University whilst ensuring compliance with associated processes;
22. To support the GC in the development, application and review of university regulations, frameworks, policies and procedures that involve legal considerations;
23. To contribute to deciding the strategy of Legal Services through researching and proposing innovations that meet the University's mission and strategic goals;
24. To assist the GC propose and gain agreement to operational, service and cost plans and budgets for Legal Services that are consistent with the University's strategic objectives and aims;
25. To assist the GC, propose, monitor and control budgets and costs such that annual cost targets are achieved;
26. To advise and support colleagues in all aspects of student related work and disputes;
27. To protect the University's legal position whilst maintaining good relations with commercial and the University's partners;
28. To promote and facilitate good working practices with all areas of the University;
29. To understand and be able to clearly explain research council's standard grant terms;
30. To maintain an awareness of, and participation in relevant professional networks;
31. To perform any other duties commensurate with the job grade as reasonably required from time to time;
32. To treat all the University's staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation; and
33. To promote and exhibit the University's values and be a role model for the University's code of conduct.
34. All members of staff are responsible for their contribution to improved environmental performance and in reducing greenhouse gas emissions at the University. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the University. Staff conduct must reflect the values inherent in the Environmental Policy and where required staff must cooperate with Environmental Policy and where required staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land.

Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications and training	English law qualified solicitor or barrister (in each case with a practicing certificate) with significant post-qualification commercial experience in either private practice, public sector or in-house. 5 years post qualification experience is desirable.	Essential		X	X	X	X
Previous work experience	Experience in building strong and effective relationships with clients and colleagues whilst working to set service levels.	Essential		X	X		
	Line management or mentoring experience within a legal team.	Essential		X	X		
	Significant post-qualification experience in providing a responsive, practical, outcome focused legal service across a broad range of areas of law such as contract, charity, education, consumer rights, public procurement, IP, data protection, FOIA and general commercial matters.	Essential		X	X		
	Significant post-qualification experience drafting, negotiating and advising on a range of contracts including, for example, confidentiality agreements, consultancy agreements, apprenticeship agreements, collaboration agreements with industry and HE partners, partnership agreements, research contracts and grant agreements.	Essential		X	X		
	Experience drafting, negotiating and advising on international agency contracts, progression agreements and TNE partnerships and agreement.		Desirable	X	X		
	Ability to consistently work under pressure to tight deadlines.	Essential		X	X		
	Ability to organise and prioritise own workload, with minimal supervision.	Essential		X	X		
	Ability to proactively project manage instructions to completion.	Essential		X	X		
	Ability to advise on matters outside comfort zone	Essential		X	X		
	An understanding of legal matters relating to corporate, employment and property law.		Desirable	X	X		

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Specific knowledge/ skills/abilities/ motivation/ attitude required	Strong commercial acumen and practical approach to problem solving.	Essential		X	X	X	
	Strong interpersonal and communication skills providing professional and helpful advice. Positive approach to team building and team working.	Essential		X	X		
	Pro-active approach, ability to see the bigger picture and place work in context of university aims.	Essential		X	X		
Additional requirements	Competent in the use of Microsoft packages, maintenance of databases and case management files.	Essential		X	X		
	Ability to work flexibly and outside normal office hours as required to meet client demands.	Essential		X	X		

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**