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| Last updated: | July 2022 |

**JOB DESCRIPTION**

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| Post title: | **Legal Adviser (CILEX Fellow)/Junior Solicitor** | | |
| Academic Unit/Service: | Corporate Services/Legal Services | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 4 |
| Posts responsible to: | Senior Solicitor | | |
| Post base: | Office-based | | |

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| Job purpose |
| To assist the Director of Legal Services and senior solicitors as required and appropriate to the grade of post in the provision of an efficient and cost effective in-house legal and advisory service to the University. To work primarily on contractual review and negotiation for supplier matters and in education collaborations across the University and assist in the provision of legal services under supervision, in other areas of law as they arise from time to time. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To be responsible for the provision of legal and advisory services to aid management decisions in commercial and contractual matters and provide support services within specific legal parameters/professional guidelines to both internal and external customers. | 35% |
|  | To contribute to University-wide projects using specialist legal knowledge and to lead short-term projects within Legal Services. | 10% |
|  | To carry out detailed assessment and analysis of issues and problems, using specialist legal knowledge to identify and recommend appropriate solutions. | 20 % |
|  | To draft documents, reports, briefings and presentations and deliver the same as required. | 10 % |
|  | To attend internal meetings and external meetings to ensure that legal issues are appropriately represented and reported. | 10 % |
|  | To develop and to provide assistance in drafting University wide documentation including policies, guidelines, regulations, legal and other statutory documents to ensure clarity and effectiveness. | 10 % |
|  | Provide such other support as required by senior solicitors or the Director of Legal Services and appropriate to the grade of post to support the resolution of the University’s legal matters. | 5% |

| Internal and external relationships |
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| Other members of the department/University staff.  Director of Legal Services and other staff members including senior staff members for the purpose of assisting in the resolution of legal matters.  External customers.  Relevant suppliers and external contacts.  External legal advisors and third parties to source information and deal with or dispose of the University’s legal matters. |

| Special Requirements |
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| Must be self-sufficient and capable of working independently within agreed parameters, proactively seeking input from senior colleagues as needed, able to work to deadlines and under pressure within a team environment and actively obtain information from internal and external parties when required. Willingness to work non-standard hours to fulfil role. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Degree or equivalent level 6 qualification.  Admission to the roll of solicitors in England and Wales or membership as a CILEX Fellow of the Chartered Institute of Legal Executives.  Proven experience of planning and progressing work activities within broad professional legal guidelines and/or broad organisational policy.  Understanding of how the specialist/professional legal services provided by the post-holder support the objectives of the University.  Able to apply an awareness of principles and trends in a specialist or professional field and an awareness of how this affects activities in the University.  Expertise, experience and up-to-date knowledge of data protection and freedom of information. | Law Degree or relevant legal experience | CV & interview |
| Planning and organising | Able to seek opportunities to progress a broad range of activities within professional legal guidelines and in support of University policy. | Experience of successful project management. | CV & interview |
| Problem solving and initiative | Able to develop understanding of long-standing and complex problems and to apply professional legal knowledge and experience to solve them. |  | CV & interview |
| Management and teamwork | Able to work proactively with colleagues in other work areas to achieve outcomes.  Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teamwork.  Able to formulate development plans for own staff to meet required skills. |  | CV & interview |
| Communicating and influencing | Able to provide accurate and timely specialist guidance on complex issues.  Able to use influencing and negotiating skills to develop understanding and gain co-operation. |  | CV & interview |
| Other skills and behaviours | High level of IT proficiency. Legal knowledge and training |  | CV & interview |
| Special requirements | Must be self-sufficient and capable of working independently within agreed parameters, proactively seeking input from senior colleagues as needed, able to work to conflicting deadlines within a team environment and actively obtain information from internal and external parties when required. Willingness to work non-standard hours to fulfil role.  Proactive in promoting a working environment that is inclusive and engaging; recognising the value diversity brings. | Institutional knowledge and background of working in a Higher Education environment  Awareness of legal issues facing HEI’s | CV & interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |