|  |  |
| --- | --- |
| Last updated: | December 2024 |

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| Post title: | **Legal Adviser / Solicitor (CILEX Fellow)** | | |
| School/Department: | Legal, Corporate and Information Governance | | |
| Faculty: | Professional Services | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 4 |
| Post responsible to: | Senior Legal Adviser | | |
| Post Responsible For: | N/A | | |
| Post base: | Office-based/Hybrid working | | |

|  |
| --- |
| Job purpose |
| To work independently and assist the Director of Legal Services and senior solicitors as required 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 |
| --- |
| 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. |

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification  Admission to the roll of solicitors in England and Wales or membership as a CILEX Fellow of the Chartered Institute of Legal Executives, in either case holding a current relevant practice certificate.  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.  Up-to-date knowledge of data protection and freedom of information.  Legal knowledge and training. | Law Degree or relevant legal experience  Degree or equivalent level 6 qualification.  Institutional knowledge and background of working in a Higher Education environment and how the law applies to that environment in England.  Awareness of legal issues facing HEI’s | 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 | Self-sufficient and capable of working independently within agreed parameters.  Able to work proactively with colleagues in other work areas to achieve outcomes.  Able to delegate effectively to legal interns and trainee solicitors when necessary, understanding the strengths and weaknesses of team members to build effective teamwork. |  | 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 |
| ICT Skills | High level of IT proficiency. | High level of IT proficiency including using a case management system, court bundling software, Adobe and online engines and platforms for legal research. | CV & interview |
| Special requirements | Willingness to work non-standard hours as reasonably required e.g. to meet an urgent court deadline. Proactive in promoting a working environment that is inclusive and engaging; recognising the value diversity brings. |  | CV & interview |

**Appendix 1. Embedding Collegiality**

Collegiality represents one of the four core principles of the University; Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

|  |  |
| --- | --- |
| **All staff** | **Behaviour** |
| **Personal Leadership** | I take personal responsibility for my own actions and an active approach towards my development |
| I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly |
| I show pride, passion and enthusiasm for our University community |
| I demonstrate respect and build trust with an open and honest approach |
|  |  |
| **Working Together** | I work collaboratively and build productive relationships across our University and beyond |
| I actively listen to others and communicate clearly and appropriately with everyone |
| I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish |
| I proactively work through challenge and conflict, considering others’ views to achieve positive and productive outcomes |
|  |  |
| **Developing Others** | I help to create an environment that engages and motivates others |
| I take time to support and enable people to be the best they can |
| I recognise and value others’ achievements, give praise and celebrate their success |
| I deliver balanced feedback to enable others to improve their contribution |
|  |  |
| **Delivering Quality** | I identify opportunities and take action to be simply better |
| I plan and prioritise efficiently and effectively, taking account of people, processes and resources |
| I am accountable, for tackling issues, making difficult decisions and seeing them through to conclusion |
| I encourage creativity and innovation to deliver workable solutions |
|  |  |
| **Driving Sustainability** | I consider the impact on people before taking decisions or actions that may affect them |
| I embrace, enable and embed change effectively |
| I regularly take account of external and internal factors, assessing the need to change and gaining support to move forward |
| I take time to understand our University vision and direction and communicate this to others |

**JOB HAZARD ANALYSIS**

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

|  |  |
| --- | --- |
| 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  |  |  |