

Job Description

Job title	Legal Adviser
School / department	Directorate
Grade	6
Line manager	Head of Legal Services

Main purpose of the job

Reporting to the Head of Legal Services, the Legal Adviser will undertake a range of legal services in support of the University including:

- Management of the legal review of a full range of contracts, licences and ad hoc agreements.

Key areas of responsibility

Description of duties:

Contract work

- To draft, review, and amend various contracts, including but not limited to commercial contracts, research and collaboration agreements, terms and conditions for purchase goods and services, NDAs, MOUs, software and publisher licences and ad hoc agreements;
- To take instructions and be responsible for progressing contractual matters from beginning to end.
- To liaise with and advise the contract owner to ensure that financial, legal and reputational risks are managed effectively in a timely manner.
- To assist in maintaining the University's repository of contracts and licences including keeping the Contract Schedule up-to-date and current.

General

- To assist with the management of the University's subsidiary company portfolio by ensuring compliance with all statutory filings.
- Ensure that deeds, agreements and licences are correctly executed, retained and stored in accordance with university protocols.
- To liaise effectively with external legal advisers and University managers/staff/stakeholders. To undertake such other ad hoc legal support tasks, as required commensurate with grade and post.

In addition to the above areas of responsibility the position maybe required to undertake any other reasonable duties relating to the broad scope of the position.

Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	Law degree or equivalent	Professional legal qualification as a solicitor/barrister. Qualified to practise as a solicitor/barrister in England and Wales
Knowledge and experience	<p>Relevant experience at a law firm or in an in-house environment.</p> <p>Proven ability to provide practical, outcome-focused legal advice and support.</p> <p>Experience of:</p> <ul style="list-style-type: none"> Contract drafting review, interpretation and amendment. Advising on and interpreting legislation. <p>Experience of liaising with clients and external legal advisors.</p> <p>Understanding of Freedom of Information Act 2000, and Data Protection Act 1998.</p>	<p>Previous experience of dealing with higher education would be an advantage.</p> <p>Company secretary experience would be an advantage.</p> <p>Experience of working in a highly regulated industry.</p>
Specific skills to the job	<p>Excellent communication skills including the ability to write clearly and accurately with attention to detail.</p> <p>Ability to summarise legal issues for a lay audience.</p>	Evidence of ability to resolve issues without any pre-defined solutions.

	<p>Ability to negotiate requirements and timescales with stakeholders.</p> <p>A practical approach to problem solving.</p>	
IT skills	Proficient in use of Word and Outlook or similar email.	Use of Excel
Specialist Expertise	Knowledge of law and regulation relevant to position	Knowledge of corporate/institutional Governance structure and procedures
Other	<p>Ability to work effectively, using own initiative in a professional manner engaging stakeholders and with minimal supervision.</p> <p>Ability to plan and prioritise own workload and ensure stakeholders expectations are appropriately managed.</p> <p>Proven experience of working as a team player.</p> <p>Evidence of ability to build good effective working relationships with people at all levels in an organisation.</p> <p>An understanding of Equality and Diversity issues.</p> <p>A methodical approach to work with a meticulous attention to detail</p> <p>Willingness to make a whole hearted commitment to the vision and values of the university.</p>	

	Willingness to learn new areas of law.	
Disclosure and Barring Scheme	This post does not require a DBS check	
<p>Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.</p> <p>Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.</p>		