

Job Title: Deputy Secretary & University General Legal Counsel
Grade: 10
Salary: Commensurate with the role
Department: Legal & Governance Services
Hours/Contract: Full-time
Job Family: Management & Administration
Reference: 14034

Role Purpose

As Deputy Secretary & University General Legal Counsel, you will lead and manage a range of the University's core professional services corporate functions, including: governance services, legal services, information assurance services, and records management. You will be accountable as the University's Senior Information Risk Owner (SIRO) for its work with the NHS. As General Legal Counsel you will be accountable for providing strategic legal advice to the University Council and Executive Board as required, and as Deputy Secretary you will be responsible for effectiveness in the governance structure for compliance with all external statutory and legal obligations, including the Office for Students. You will deputise for the Registrar & Secretary across all matters of governance and legal management as appropriate.

Resources Managed

Governance Services (5 staff)
 Legal Services (3 staff)
 Information Assurance Services (6 staff)
 Records Management (2 staff) [Total staff = 14]
 Non-pay budget £100k

Main Duties and Responsibilities

1. Lead and manage the following services to ensure the provision of high quality, efficient and operationally excellent services:
 - a. Governance Services
 - b. Legal Services (including strategic coordination of procured external services)
 - c. Information Assurance Services
 - d. Records Management
2. Provide strategic legal advice and guidance to the Executive Board, University Council, and associated senior decision-making bodies (which may on occasion include case review).
3. Ensure effective compliance with external regulatory requirements, including ownership of the Office for Students conditions of registration and other OfS requirements, ensuring their regular review and effective governance oversight within the University.
4. Act as the University's Senior Information Risk Owner (SIRO), ensuring compliance with external obligations, and chairing the Information Compliance Board.





5. Oversee development, monitoring, and continuous improvement of University strategies and codes-of-practice in the areas of: compliance and risk management, information and records management, and governance and assurance.
6. Institutional ownership of key University policies, ensuring regular review and fitness-for-purpose in the context of the changing statutory environment, in relation (but not limited) to:
 - a. Freedom of Speech
 - b. Student terms and conditions
 - c. Student complaints
 - d. Prevent and Protect legislation
 - e. Export Controls and National Security
 - f. GDPR (with the corporate Data Protection Officer (DPO))
7. Deputise for the Registrar & Secretary in relation to matters of governance, compliance, regulation and assurance.

Internal and External Relationships

Internal Relationships

Chair of Information Compliance Board

Ex officio attendance at Audit & Assurance Committee and Health & Safety Committee

Ad hoc attendance at Executive Board, University Council, University Senate and sub-structure committees as required

Member of Professional Services Directors Group, and of Registrar & Secretary's Leadership Team

Key stakeholders: Chair of Council, Chair of Audit & Assurance Committee, President & Vice-Chancellor, Deputy Vice-Chancellors, Chief Financial Officer, Registrar & Secretary, Chair of Audit & Assurance Committee, Chair of Finance & Infrastructure Committee

External Relationships

Associate of University Legal Practitioners

Office of the Independent Adjudicator

Information Commissioners Office

Office for Students

Home Office

Planning and Organising

The role holder must be able to manage staff time and workload on weekly, monthly and annual basis to support the achievement of organisational and Divisional objectives. The role has direct line management of a team of staff at a variety of grades and will be expected to be able to lead/supervise project activity and teams out of their direct reporting lines.

The role holder must be capable of effectively managing the complex timescales involved with business planning in this area of work, to ensure timely institutional decision-making as well as compliance with statutory regulations and transparency and appropriateness of decision making.





Qualifications, Knowledge and Experience

Essential

- Professionally qualified legal practitioner with significant experience of the higher education or similar (consumer, public) sectors*
- Experience of developing and providing strategic legal advice to governing bodies and senior executives*
- Knowledge of the higher education regulatory environment in the UK, or an ability and willingness to learn*
- Proven track record in leading multiple teams working across complex subject matters
- Experience of creating, monitoring and developing organisation-wide strategies, plans, policies and codes-of-practice
- Experience of reviewing processes and practices to ensure they remain fit-for-purpose on a continuous basis

Desirable

- Knowledge of the higher education regulatory environment(s) internationally, or an ability and willingness to learn

Skills, Abilities and Competencies

Essential

- Highly developed communication skills and ability to present with confidence at Board level*
- Accomplished analytical skills and strategic thinking ability to translate into corporate risks and issues and impact organisational strategy*
- Attention to detail and highly developed writing skills in relation to policy development and regulatory assurance*
- Commitment to continuing professional development for self and team
- Outcomes driven with a focus on service delivery and operational excellence for all areas of responsibility
- Well developed organisational and project management skills with an ability to manage a range of complex tasks concurrently
- Ability to demonstrate behaviours that are in accordance with the University values of inclusive, inspiring and impactful.

****Criteria to be used in shortlisting candidates for interview***

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.





Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

