

**Job Title:** Solicitor

**Grade:** 8

**Salary:** £50,253 to £56,535 per annum, pro-rata if part-time

**Department:** Legal, Governance and Information Assurance Services

**Hours/Contract:** Full-time, fixed term contract for one year or until the return of the postholder

**Job Family:** Management and Administration

**Reference:** 12207

## Role Purpose

To provide risk based legal advice to the University on a wide range of quasi legal, legal and commercial issues in areas such as commercial contracts, academic and student exchange agreements, collaboration agreements, disability discrimination, data protection and GDPR, property matters, student conduct cases, IPR, etc., which arise from the University's academic and non-academic activities.

## Main Duties and Responsibilities

- Provide information and advice on legal matters to the University and where appropriate, its subsidiary companies, on a wide range of quasi legal, legal and commercial issues in areas such as commercial contracts, academic and student exchange agreements, collaboration agreements, disability discrimination, data protection and GDPR, property matters, student conduct cases, IPR, etc., which arise from the University's academic and non-academic activities. This includes drafting and negotiating a wide variety of commercial agreements. You will therefore need to have excellent drafting and other technical legal skills. You will be responsible for the day-to-day management of your own legal matters.
- Keep up to date with developments in English Law and legal issues which may have an impact on the University's activities and objectives and to provide appropriate briefings to senior management and staff where required.
- Instruct and manage external legal advisors as and when may be required, ensuring that the University obtains effective, sound and cost-effective legal advice.
- Determine when it may be necessary to settle legal proceedings and undertake effective negotiations on behalf of the University for that purpose.
- Develop and maintain appropriate templates of legal agreements.
- Working with the University's DPO and Information Assurance Services, ensure that the University meets its responsibilities under the Freedom of Information and Data Protection legislation.
- Facilitate a better understanding of legal issues in the University and to provide or arrange the provision of information and training, as appropriate, for staff and members of the organisation.





- With a working knowledge of procurement law you will help to ensure that the University is compliant with our legal and regulatory obligations so we can withstand scrutiny by relevant external bodies as well as any legal challenges.

## Internal and External Relationships

The post holder will be responsible for developing and maintaining effective and productive working relationships with internal clients and officers at all levels of the University as well as third parties with whom it may be necessary to liaise for the purposes of receiving specialist legal and/or technical advice. It will be necessary to have the confidence to diplomatically but firmly manage client expectations and sometimes challenge external advice and identify alternative option(s) for concluding a matter where that may be in the best interest of the University.

## Planning and Organising

The ability and willingness to be flexible and to undertake effective diary management will be an integral part of performing the role, as well as ensuring availability to attend meetings and deal with advice at short notice. The ability to produce comprehensive, practical and accessible legal advice on a range of matters sometimes under pressure, will be key.

## Qualifications, Knowledge and Experience

### Essential

- A degree or equivalent qualification and be UK qualified as a Solicitor or Barrister in the UK.\*
- Relevant experience as a practising lawyer, having undertaken a varied workload in the areas of legal practice that are relevant to the operation of the University.\*
- A current practising certificate\*
- A good understanding of the areas of law mentioned above and/or the ability, flexibility and willingness to acquire that knowledge.\*
- The ability to provide pragmatic advice, taking into consideration a range of factors that may be relevant. \*
- An understanding of the governance framework within which a higher academic institution is required to act.\*

### Desirable

- An understanding of higher education, or public sector/charitable organisations and the ability to transpose that knowledge and expertise into the higher education context.
- An understanding of the ethical framework of research projects.
- Experience in the drafting of policies and guidance notes.





## Skills, Abilities and Competencies

### Essential

- Effective oral and written skills in order to communicate effectively with staff at all levels.\*
- Ability to think and act strategically and to demonstrate an innovative and pro-active approach to work
- Excellent verbal and written communication skills to enable the effective communication of complex legal concepts to all levels of staff within the University.
- Flexible attitude to work.
- Ability to work as part of a team but also to work autonomously and to tight deadlines/provide advice at short notice.
- Ability to think flexibly in order to provide risk assessed, pragmatic and accessible legal advice.\*

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

## Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

## Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

## 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

## 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 equity 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 equity, diversity and inclusion.

