



UNIVERSITY OF
LEICESTER

www.le.ac.uk



Deputy Secretary and General Legal Counsel



We are Citizens of Change



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Welcome from the President and Vice-Chancellor

Diverse in our makeup and united in ambition – we pursue excellence in knowledge and learning to transform our community, our world and beyond. We are Citizens of Change.



PROFESSOR NISHAN CANAGARAJAH
PRESIDENT AND VICE-CHANCELLOR

Dear Applicant

Thank you for your interest in this exciting opportunity to play a leading role in helping to shape the future of this great institution.

I was delighted to launch the University’s new Citizens of Change strategy in November 2021. In this, I committed the University to research-inspired education, world-changing research and a focus on our three values that run across the heart of our Strategy: inclusive, inspiring and impactful. These values speak to the kind of university we are – and will be in the future.

We believe that equity, diversity and inclusion are integral to a successful place of work and study. We proudly embrace our diversity with staff and students from over 100 countries working and studying at Leicester, bringing with them an incredible diversity of viewpoints, beliefs, attitudes and approaches which enrich both the University and the city.

We are a growing and ambitious University, with record research grant awards last year, and more students on our campus than at any time in our history. Our University is now placed consistently amongst the top 30 universities in the country. In the Times Higher Education (THE) World University Rankings 2024, Leicester is ranked 26th in the UK.

The University is now an established and prominent member of the international academic community, with worldwide links in teaching and research. Our global partnerships reach every continent and include organisations as diverse as the Smithsonian Institute in the USA, Dalian University of Technology in China, and Apollo Hospitals Group in India. Our international strategy seeks to grow this global footprint year-on-year.

Last year the University was awarded a Gold rating in the national Teaching Excellence Framework (TEF) 2023 which is an important recognition for all members of our University community that we deliver excellent, sector-leading education. Research England published the results of REF2021 and the results show that, since the previous REF in 2014, the University has moved up 23 places to rank 30th overall in the Times Higher Education REF rankings. This represents one of the biggest climbs of any university and is our best ever performance in the REF, an exceptional testament to the quality and impact of our academics’ research and the wider research environment.

We are seeking an exceptional and dynamic individual for a newly created role as Deputy Secretary and General Legal Counsel. This critical role involves providing strategic legal guidance and leadership across a range of core professional services, ensuring our institution continues to thrive and excel in a complex and evolving regulatory landscape.

As Deputy Secretary and General Legal Counsel, you will lead and manage a range of the University’s 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 provide strategic legal advice to the University Council and Executive Board as required. In your role as Deputy Secretary, you will be responsible for ensuring effectiveness in the governance structure and compliance with all external statutory and legal obligations, including those mandated by the Office for Students. Additionally, you will deputise for the Registrar and Secretary across all matters of governance and legal management as appropriate.

If Leicester sounds like the place for you and you have the skills, experience and desire to make a difference, we look forward to hearing from you.

PROFESSOR NISHAN CANAGARAJAH
PRESIDENT AND VICE-CHANCELLOR



We have established a reputation as an open, accessible and friendly university, where people enjoy their work.

Overview of the University of Leicester



The University of Leicester was founded a hundred years ago as a beacon of hope for the future.

The site for the University was donated by a local businessman, Thomas Fielding Johnson, in order to create a living memorial for all local people who made sacrifices during the First World War. This is reflected in the University's motto *Ut vitam habeant* – 'so that they may have life'.

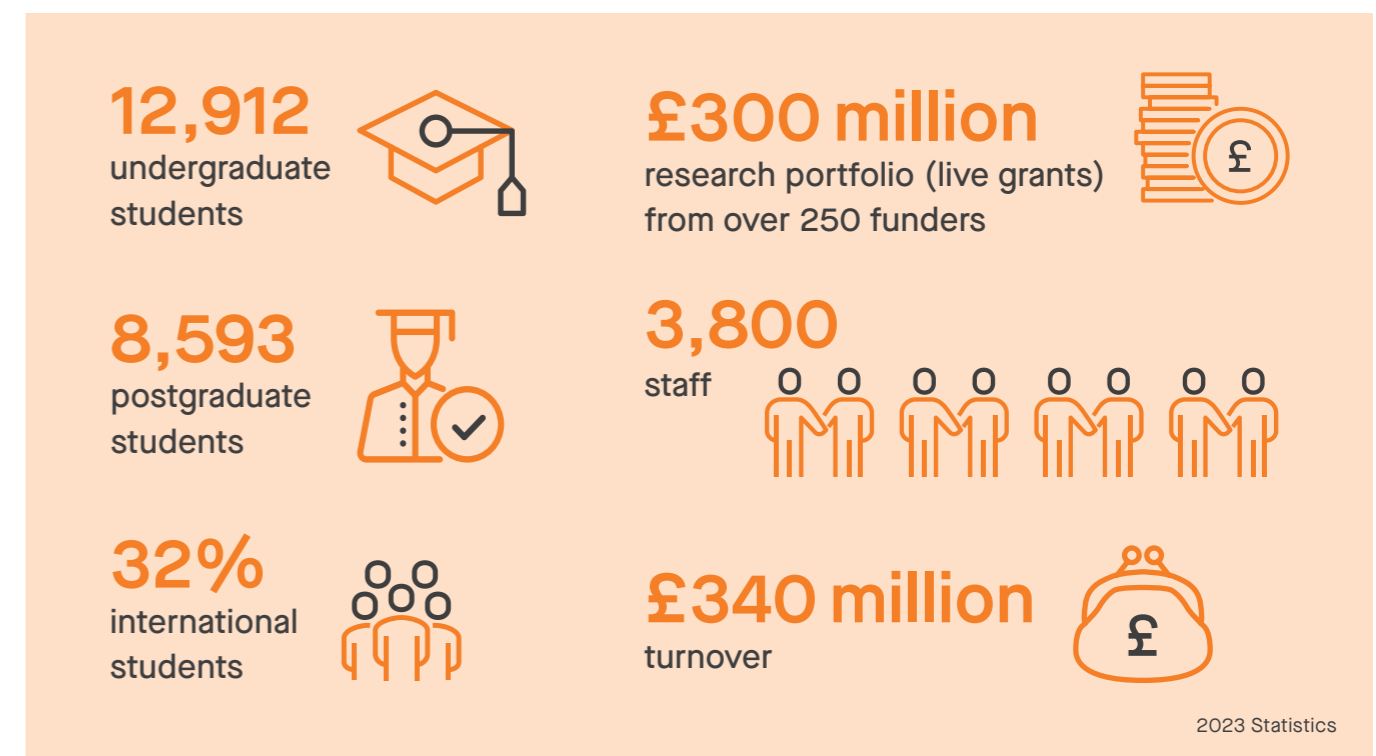
With 21,505 students and 3,800 staff, Leicester is one of the very best British and global universities with an enviable record of research discoveries, a flair for teaching innovation and proven success in broadening access to higher education.

Our research has wide-ranging impacts on society, health, culture and the environment, with 89% of our research classed as world-leading or internationally excellent. Whether it's our pioneering work in space, breakthroughs in the search for alternatives to antibiotics, or life-changing diabetes research, we demonstrate education and knowledge to be a power for good. While proud of our heritage and our achievements so far, Leicester is a university focused on the future. Our spirit of discovery is about imaginative new thinking, and this

approach enables us to seize new opportunities as we pioneer a distinctive and research-intensive institution, open to all who have talent.

As we build for the future, we have made multi-million pound investments in our estate to ensure we have state-of-the-art facilities that are fit for purpose in our new century. During our centenary year, we opened our dedicated home for the School of Business at Brookfield, which also connected us with the original benefactor of the University, Thomas Fielding Johnson, who lived there. We also celebrated the opening of the refurbished and extended Percy Gee Building, home to the Students' Union, and we recently had the official opening of our new £150m Freeman's development – a vibrant new neighbourhood for students to live, study and socialise.

We play a vital part in the UK's most multicultural city as a major employer, and as an investor and supporter of music, art, sport and culture. There are more than 180,000 graduates from the University today, many of whom choose to stay in the city and region long after they graduate. We work closely with local schools and colleges in all aspects of education including teacher training. We are committed to creating access for anyone with the talent and determination to succeed in their studies, regardless of background. We are similarly committed to helping our city meet its environmental, social and educational ambitions.





Legal, Governance and Information Services

Legal, Governance and Information Services is a newly created division within the University’s professional services. The division is small, but sits at the heart of the University’s decision-making.

The division has been created to provide create an integrated legal and governance service with expertise which effectively supports and informs institutional decision-making, ensures compliance with external regulatory and legal requirements, enables transparent, visible good governance, and manages all associated risks effectively.

The teams sitting within the division are:

- Legal services
- Governance services
- Information assurance services
- Records management
- Deputy SIRO

The small in-house legal team supports the University across a range contractual matters and case law matters, and there is an expectation that this service grows in the future to support the increasing complexity of the University’s business.

The governances services team supports all the University’s key decision-making bodies, including, but not limited to:

- Executive Board
- Senior Leadership Team

- University Council
- University Senate
- Finance and Infrastructure Committee
- Audit and Assurance Committee

The team also supports the Board of Directors for a range of University subsidiary companies, and it is responsible for a number of key university policies and business processes, including Office for Students registration and ongoing compliance, whistleblowing, and freedom of speech. It also coordinates the work programme for the University’s internal auditors (externally resourced).

The information and records teams fulfil the University’s obligations in relation to: freedom of information requests, data subject access requests, data protection impact assessments, records of processing activities, and NHS information compliance.



All the teams work with a wide range of internal and external stakeholders in undertaking their responsibilities, developing policy and procedures, and training staff. All teams routinely provide advice, guidance and briefings to senior university leaders and governors.

Further information is available here:

<https://le.ac.uk/about/who-we-are/governance/governance-office>

<https://le.ac.uk/ias>



The role

Job title:

Deputy Secretary and University General Legal Counsel

Salary:

Competitive

Department:

Legal and Governance Services

Hours/contract:

Full-time (or part-time to a minimum of 0.6FTE, 22.5 hours per week considered), Permanent

Job family:

Management and Administration

Reference:

10138

Role Purpose

As Deputy Secretary and 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 and Secretary across all matters of governance and legal management as appropriate.

Resources Managed

- Governance Services (5 staff)
- Legal Services (3 staff)
- Information Assurance Services (4 staff)
- Records Management (2 staff) [Total staff = 12]
- Non-pay budget £100k

Main duties and responsibilities

- 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
- 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).
- 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.
- Act as the University’s Senior Information Risk Owner (SIRO), ensuring compliance with external obligations, and chairing the Information Compliance Board.
- 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.
- 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))
- Deputise for the Registrar and 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 and Assurance Committee and Health and 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 and Secretary’s Leadership Team
- Key stakeholders: Chair of Council, Chair of Audit and Assurance Committee, President and Vice-Chancellor, Deputy Vice-Chancellors, Chief Financial Officer, Registrar and Secretary, Chair of Audit and Assurance Committee, Chair of Finance and 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.
- Knowledge and experience of data protection and information governance and risk.

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.

Criminal declaration and Disclosure and Barring Service (DBS)

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.

This post is exempt from the Rehabilitation of Offenders Act 1974 because the appointee will have substantial access to young people and/or vulnerable adults. Therefore, an appointment to this post will be subject to checking through the Disclosure and Barring Service (DBS). The successful applicant for this post will, therefore, be required to give consent for the University to check and obtain appropriate clearance with the DBS for the existence and content of any criminal record in the form of an [enter level of disclosure].

Information received from the DBS and the police will be kept in strict confidence and will be destroyed once the University is satisfied in this regard.

NHS Research Governance Requirements

Where it is determined that the duties of this post for the purposes of research involve work with the NHS, it is necessary to ensure that the performance of the duties attached to the post are covered by NHS research governance arrangements and the appointee must comply with all such arrangements, which may include occupational health clearance and DBS clearance.

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 at Leicester

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.

How to apply

Informal enquiries regarding this opportunity are welcome, and should be made to Geoff Green, Registrar and Secretary, on geoff.green@leicester.ac.uk

Applications can be made on our website at the link below:

<https://jobs.le.ac.uk/vacancies/10138/deputy-secretary--general-legal-counsel.html>

First Stage interviews are anticipated to take place during week commencing 5 August 2024 remotely via Microsoft Teams.

Final Stage interviews are anticipated to take place during week commencing 12 August 2024 on Main Campus.

Please visit the following link in order to find more information about the use of personal information provided by candidates to the University of Leicester.

le.ac.uk/ias/data-protection





About Leicester

Leicester, Leicestershire and Rutland are rich in culture, heritage, and leisure activities, from our vibrant multicultural city, to the beautiful market towns and rural villages.

Often described as the heart of rural England, the area features beautiful country villages, the National Forest, great rivers and castles, and a cosmopolitan city centre, making it an exciting and diverse place to live and work.

Leicester is one of the UK's ten largest cities and represents the largest economy in the East Midlands region. It has a bustling and diverse atmosphere and recent regeneration (to the tune of £3 billion) has made this cosmopolitan city even more exciting. Leicester is home to the state-of-the-art Curve theatre, as well as large and multicultural festivals. It is famous for its diversity and offers an amazing chance to dive into many different cultural

celebrations. Leicester celebrates Diwali (the Festival of Light) with spectacular lights, stunning street parades and dazzling fireworks. This is attended by 35,000 people and is the largest celebration of the festival outside of India. The city also hosts an annual Pride Parade (Leicester Pride), a Caribbean Carnival, and the largest comedy festival in the UK.

The University, working in close partnership with the city, has been the inspiration behind two of Leicester's most famous tourist attractions. The award-winning National Space Centre – the UK's largest attraction dedicated to space exploration – and the King Richard III Visitor Centre which retells the dramatic story of the University's discovery of England's most infamous King. Leicester is well-known as a sporting capital – hosting the country's best-supported rugby team the Leicester Tigers as well as Leicester City Football Club and Leicestershire County Cricket Club.

The city benefits from a large number of public parks including Abbey Park and also Victoria Park which is adjacent to the University. Leicester is steeped in history, dating back to the original Iron Age settlement which was to become an important Roman trading centre with a commanding position on one of Britain's

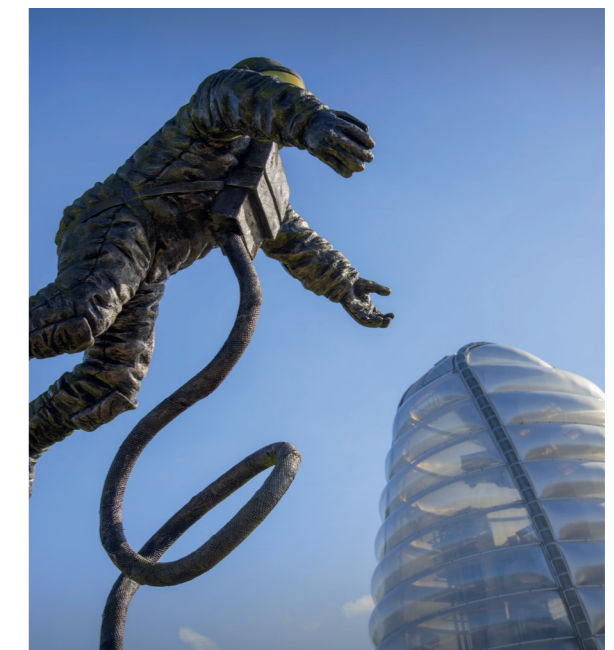


most important routes – the Fosse Way. The growth of manufacturing industry reached its peak in the great hosiery, textiles and footwear enterprises of the 20th century.

On Leicester's doorstep is the National Forest, offering cycling, riding and walkways, adventure activities and some of the most impressive landscapes in the region, including Charnwood Forest and Swithland Reservoir. To the east is Rutland Water, one of the largest man-made reservoirs in Europe, which supports a wide range of water sports. Leicester and the surrounding region offer a wide choice of property to buy or rent. In the city itself, there is a diverse mix of housing and apartments. Both new and older properties, including substantial homes, can be found in leafy parts of Leicester within easy reach of the University. Alternatively, there is property available in the attractive villages and market towns in Leicestershire and Rutland such as Market Harborough and Oakham. House prices are markedly less than those in London.



Leicester represents the largest economy in the East Midlands region.





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