

Job Description

Position / Job Title:	Senior Solicitor – Legal Services
Position Holder:	
Ref:	
Location/Building:	Studland House
Faculty/Professional Service:	Legal Services and Corporate Governance
Duration if Temporary:	Permanent
Normal Hours per Week:	1 FTE – 37 hours
(Some flexibility will be required in order to ensure that key time scales and deadlines are met).	
Grade:	
Accountable to:	Deputy Head of Legal Services and Corporate Governance
Responsible for or supervises:	[no immediate direct reports planned but the postholder will need to support other members of LS with their work in relevant areas for example the Legal Services Officers]

Job Purpose

To provide high quality legal advice and assistance to the University primarily working directly with the University Executive Team (UET), IT team, Procurement team and the Board to ensure the University IT and related infrastructure supports the strategic direction of the University.

This is a senior solicitor post in the Legal Services and Corporate Governance team responsible for providing high quality legal support at a senior level.

The role will act as lead legal expert in the University on IT, Procurement and related contracts, with some Estates support.

In particular, to provide expert advice and lead on the delivery of IT and related infrastructure legal work whilst also working with UET and the Legal Services and Corporate Governance team to manage legal risk across a diverse remit.

Main Responsibilities

To lead on the provision of specialist legal advice to enable the University to achieve its strategic aims.

Working directly with the Board, UET, the Director of IT & Digital Transformation, and the Head of Procurement and teams to develop and deliver the University's IT and Procurement strategy.

Leading on the provision of high quality legal advice and drafting in relation to IT contracts including software license agreements; cloud computing agreements; IT professional services agreements; framework agreements, tenders and awards.

To provide high quality contract review and legal advice on a range of other matters as required by the University as a charity.

To provide high quality legal advice and support to University subsidiary companies and other related companies, particularly in relation to matters with an education focus.

Attending key IT, Procurement and other University meetings as the Legal Services lead.

To ensure that contracting policies, review and negotiation protect the interests of the University as a charity and ensure value.

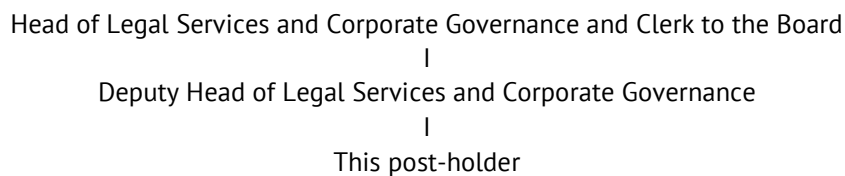
To provide mentoring, training, advice and guidance to other staff within and outside of Legal Services and to ensure standard templates, standard operating procedures and guidance are prepared, reviewed and used in support of their role.

To work collaboratively with UET and the Legal Services and Corporate Governance team to manage legal and regulatory risk across a diverse remit.

To keep abreast of legal developments relevant to the higher education sector to ensure up to date knowledge for the proper performance of the role.

To undertake such other legal work as required from time to time to support the University, its subsidiary companies, the Board and the Legal Services and Corporate Governance team.

Organisation Chart



Dimensions

The postholder will work across the whole of the University and directly with UET and all Faculties and Professional Services to deliver high quality specialist legal advice. The postholder may also be required to act as Company Secretary if required by one or more subsidiary companies.

Contacts Internal and external, including level

Internal:

UET
Deans and Directors of Professional Services
Legal Services and Corporate Governance Team
Professional Services staff, more particularly the IT and Procurement teams
Academic staff requiring legal assistance
Business Accountants and other members of Finance and Performance
Research and Knowledge Exchange support staff

External:

Regulators and government departments

Sector bodies
Legal advisors
Contacts at partners or other third parties up to and including CEO level

Challenges What are the most difficult, complex or challenging parts of the job

The University operates in a highly regulated sector with constantly changing and increasing legal and regulatory requirements. The role requires staying up to date with the detail of higher education related legal matters whilst working collaboratively with a diverse range of senior leaders and other staff.

Challenges include leading on providing timely, expert legal advice to manage risk to the University across a diverse and ever-changing remit.

Attention to detail is imperative if contractual risk is to be managed. There are also tight deadlines to be met.

The post holder needs to be experienced with a pragmatic approach and the ability to acquire new areas of specialism.

Information Governance Responsibilities

To comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Additional Information

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

July 2023



Person Specification

Position / Job Title: Senior Solicitor – Legal Services Position No:	
Faculty / Service: Legal Services and Corporate Governance Date: July 2023	
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Fully qualified solicitor or barrister qualified to practice in England with sufficient PQE in the jurisdiction to work unsupervised	E
Knowledge and experience of providing legal advice on contracts and related risks	E
Knowledge and experience of providing legal advice on higher IT and procurement related contracts	E
Knowledge and experience of charity law, company law, consumer law, contract law and intellectual property law	D
Experience of drafting and amending complex legal documentation including contracts	E
Sufficient legal knowledge and experience to enable a fast grasp of new and emerging areas of specialism as required by the University's diverse remit	E
Experience of advising clients at a senior level	D
Experience of preparing policy or technical documentation with legal content	D
Skills	
Exemplary written skills including the ability to deliver concise and accurate advice and high quality contract drafting	E
Exemplary verbal communication skills including delivering advice and complex information in a concise and accessible manner	E
Ability to contribute to the resolution of complex issues whilst under pressure to meet deadlines	E
Effective negotiation skills	E
Effective teamworking skills– both immediate team and cross University	E
Proficient IT skills including the ability to adapt to new systems quickly	E
Attributes	
Confidence to deliver and defend advice with diplomacy and tact to senior stakeholders and third parties	E
Strong commitment to continuous improvement of delivery	E
Solution focused with a positive and collaborative attitude	E
Willingness and ability to develop new expertise in short timescales	E
Ability to work both independently and as part of a team	E
Ability to develop effective working relationships with a range of internal and external contacts.	E