

## Job Description

<b>Position / Job Title:</b>	<b>Senior Solicitor – Legal Services</b>
<b>Position Holder:</b>	
<b>Ref:</b>	
<b>Location/Building:</b>	<b>Hybrid working – Studland House</b>
<b>Faculty/Professional Service:</b>	<b>Legal Services and Corporate Governance</b>
<b>Duration if Temporary:</b>	<b>Permanent</b>
<b>Normal Hours per Week:</b>	<b>1 FTE – 37 hours</b>
<b>(Some flexibility will be required in order to ensure that key time scales and deadlines are met).</b>	
<b>Grade:</b>	<b>9</b>
<b>Accountable to:</b>	<b>Deputy Head of Legal Services and Corporate Governance</b>
<b>Responsible for or supervises:</b>	<b>[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]</b>

**Job Purpose** *(One or two sentences outlining the main reasons why the job exists)*

The University and its subsidiary companies have a wide range of legal support requirements.

This is a senior solicitor post in Legal Services responsible for providing high quality legal support at a senior level.

The role will act as lead legal expert in the University on education and related contracts, providing expert and pragmatic legal advice and guidance to senior management across the University. In particular, the role will act as the legal expert on academic partnerships and education related contracts.

**Main Responsibilities**

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

To lead the provision of academic partnerships and education related contract review and drafting, for example, contracting to support Apprenticeships, alternative education provision, tenders, international collaborations and student exchanges.

To lead on the legal aspects of contracting with external funders of education, including for example, government departments in the UK and internationally.

To provide high quality contract review and legal advice on a range of other matters as required by the University as a charity, for example to support fundraising.

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.

To provide high quality legal advice in relation to student matters, including complaints and appeals as required.

To work closely with the Head of Research and Knowledge Exchange Contracting to ensure that the University's approach to licensing and intellectual property enables it to meet its charitable objects including advising on policy.

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**

Head of Legal Services and Corporate Governance and Clerk to the Board  
|  
Deputy Head of Legal Services and Corporate Governance  
|  
This post-holder

### **Dimensions**

The postholder will work across the whole of the University and directly with UET and all Faculties and 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 including Academic Services  
Academic staff delivering a range of education and related matters

#### **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.

### **Information Governance Responsibilities**

#### Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

### **Additional Information**

NB:

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.

**February 2023**



## **Person Specification**

Position / Job Title: <b>Senior Solicitor – Legal Services</b> Position No:	
Faculty / Service: Legal Services and Corporate Governance Date: February 2023	
<b>SELECTION CRITERIA</b>	<b>Essential / Desirable</b>
Knowledge (including experience & qualifications)	
Fully qualified solicitor or barrister qualified to practice in England with sufficient PQE in the jurisdiction to supervise others	E
Knowledge and experience of providing legal advice on contracts and related risks	E
Knowledge and experience of providing legal advice on higher education related contracts	D
Knowledge and experience of charity law, company law, consumer law, and/or 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	E
Track record of delivering high quality legal support to deadlines	E
<b>Skills</b>	
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
<b>Attributes</b>	
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 be flexible and develop new expertise	E