

Job Description

Position / Job Title:	Senior Regulatory Lawyer and Deputy Clerk to the Board
Ref:	LCG05/ POSN104063
Location/Building:	Studland House, Lansdowne Campus
Faculty/Professional Service:	Legal Services
Group/Section:	Legal Services and Corporate Governance
Normal Hours per Week:	1 FTE (Some flexibility will be required in order to ensure that key time scales and deadlines are met).
Grade:	9
Accountable to:	Head of Legal Services and Corporate Governance and Clerk to the Board
Responsible for or supervises:	2x Senior Governance Managers

Job Purpose

The University operates in a highly regulated sector with ever increasing regulatory requirements impacting all areas of its activity.

The purpose of this job is to:

Lead on the provision of regulatory legal advice to the University and the Board across a diverse remit.

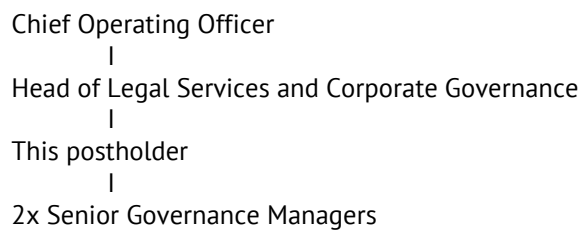
Hold the formal role of Deputy Clerk to the Board ensuring that the Board and all its members and Committees have full Clerk support at all times by working closely with the Clerk to the Board.

Main Responsibilities

- To lead on the provision of specialist legal advice to enable the University to operate compliantly within the OfS Regulatory Framework and in accordance with all OfS guidance.
- To lead on advice delivery and strengthening regulatory compliance in particular areas of direct relevance to the above, such as Consumer Protection law, Charity law and Data Protection law.
- To draft and review specialist legal and governance documentation to meet all regulatory and publication requirements.
- To draft and review contracts for the University as required.
- To work directly with UET and the Board and Committee Chairs in advising and writing Board and Committee papers.
- To supervise and line manage the Senior Governance Managers in the delivery of a high quality and fully compliant Corporate Governance function at BU.

- To provide full Deputy Clerk cover to the Board and all members and Committees by working closely with the Clerk to the Board to remove single points of failure and to meet the requirements of the CUC Governance Code and other applicable sector Codes in force from time to time.
- To lead on and co-ordinate delivery of particular areas of Corporate Governance activity and regulatory requirements as agreed with the Clerk, for example, Independent Effectiveness Reviews, Board Recruitment, Regulatory reporting or certain Board and Committee papers and Regulatory Policies and Procedures.
- To formally deputise for the Clerk to the Board in their absence by attending all Board and Committee meetings acting as Clerk.
- To liaise directly with the Chair and Deputy Chair of the Board, the VC as Accountable Officer and the OfS as regulator in the absence of the Clerk.
- To work collaboratively with UET and the Legal Services and Corporate Governance team to manage legal and regulatory risk across a diverse remit.
- To undertake such other legal and governance work as required from time to time to support the University, 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 Services to lead on and deliver high quality specialist legal advice with a regulatory focus and a fully compliant corporate governance function. The postholder will also work directly with the Board and its Committees and hold the role of Deputy Clerk.

Contacts

Internal:

Chair of the Board
Deputy Chair of the Board
Committee Chairs and other Board members
Vice-Chancellor as Accountable Officer
UET
Deans and Directors of Professional Services
Legal Services and Corporate Governance Team
Academic Registrar
Other staff

External:

Regulators including the Office for Students, Home Office, Research England, Charity Commission, Companies House.
Internal and External Auditors
Legal advisors
Contacts at partners or other third parties up to and including CEO level

Challenges

The University operates in a highly regulated sector with constantly changing and increasing legal, regulatory and governance requirements and guidance. The role requires staying up to date with detail whilst working collaboratively with a diverse range of senior leaders to ensure BU operates in accordance with all regulation and governance best practice.

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.

April 2022



Person Specification

Position / Job Title: Senior Regulatory Lawyer and Deputy Clerk to the Board	
Position No: LCG05/ POSN104063	
Faculty / Service: Legal Services	Date: April 2022
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 in or to a regulated sector	E
Knowledge and experience of providing Corporate Governance support	D
Knowledge and experience of one or more of the following relevant specialist areas consumer law, public and regulatory law, charity law, data protection	E
Experience of drafting and amending complex legal documentation including contracts and policies	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
Skills	
Exemplary written skills including the ability to deliver concise and accurate advice and high quality drafting	E
Exemplary verbal communication skills including delivering advice and complex information in an accessible manner	E
Teamworking – both immediate team and wider	E
Effective line management and supervision skills	E
Strong interpersonal skills	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	E
Strong commitment to a culture of high quality Governance and Regulatory compliance	E
Effective collaborative working style	E
Solution focused with a positive attitude	E
Willingness and ability to be flexible and develop new expertise	E