

Job Description

Role Title:	Legal Counsel
School / Dept:	Registry, Legal and Governance
Directorate:	Legal Services
Reference:	MPF2563
Grade:	Grade 7
Full or Part time:	Full time
Hours:	1.0 FTE / 36.25
Reports to:	Senior Lawyer & Legal Services Deputy
Responsible for:	No direct reports

Overview

This role is for an exceptional candidate to provide legal advice to the University of Salford. This post will provide an enhanced service to the University with a view to reducing risk and performing effective management of a varied workload.

The University of Salford is one of the UK's leading industry-facing universities and currently has over 20,000 students, including over 3,500 international students from more than 130 countries around the world. This is a key time to be part of Salford and to contribute to advancing our vision: "By pioneering exceptional industry partnerships we will lead the way in real world experiences preparing students for life".

The Legal Services team provides legal advice and support, compliance and general risk management insight across the entire University, working with colleagues from academic schools and professional services departments.

This role will provide advice on legal issues for the University community, working closely with senior managers. The role holder will advise on the need to refer issues to external legal advisers and provide management of those matters referred externally.

Reporting to the Senior Lawyer & Legal Services Deputy, the Legal Counsel is a role which is expected to act as a day-to-day contact point with the legal team, negotiating priorities and turnaround times and resolving the majority of issues independently referring more complex issues to the Senior Lawyer & Legal Services Deputy or external legal partners according to risk.

The structure of the Legal Services team presently is as follows: Director of Legal Services, Senior Lawyer & Legal Services Deputy, three Legal Counsel (comprising two temporary lawyers), Data Protection Officer, Information Governance Officer and PA & Legal Compliance Officer.

Role Purpose

The Legal Counsel reports directly to the Senior Lawyer & Legal Services Deputy and is responsible for providing specialist legal advice across the University in both schools and professional service departments. This will include the provision of direct and timely legal advice, support, guidance and, where appropriate, referral to external sources of advice and guidance.

This will be a varied role with a key part to play in supporting the University's objectives in a legally sound way, focusing on legal compliance and risk management, whilst at the same time delivering advice in a pragmatic way.

Principal Duties & Responsibilities

- Build relationships with managers across the University, providing specialist legal advice to enable them to fulfil their responsibilities effectively. This will include clear interpretation and explanation of legal requirements, enabling the University to evaluate and manage risk.
- Provide advice and support in relation to corporate and commercial matters. This could also include issues relating to intellectual property, procurement, and real property.
- Draft contractual documentation including partnership and collaboration agreements, joint ventures, franchise and validation agreements, and a range of documentation covering the University's international and apprenticeship work.
- Provide well-informed advice on the need to refer matters to external legal advisers, flagging risk to the Director of Legal Services as appropriate.
- Contribute the decision-making in the process of procurement of legal advice, providing data and insight to the Director of Legal Services on the quality service received and value for money.
- Provide advice on the legal compliance of internal policies and procedures relating to both staff and students (e.g. grievance/complaints procedures, appeals procedures etc), liaising with and advising managers accordingly and escalating complex matters internally according to risk.

- Design and deliver appropriate training, development, briefing and communications to ensure that the University community are aware of legal and compliance responsibilities and obligations.
- Maintain awareness and good understanding of developments in the law, particularly in relation to the impact of legislative change and changes in case law on the higher education sector.
- Undertake such other duties as may be determined from time to time.
- Bring to the attention of managers any matters relevant to the health and safety of staff, students and visitors.
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- This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Generic Duties

- Perform any other duties appropriate to the grade as may be required by the Head of Division etc.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

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Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

Qualifications

1. A qualified lawyer/solicitor with relevant Post Qualification Experience. (E)
2. A first degree or equivalent professional experience. (E)
3. A relevant postgraduate degree or professional qualification (D)
4. Recent evidence of professional development through study, workplace or external activity (E)
5. Specialist knowledge in contract and commercial law (E)

Background and Experience

6. Demonstrable experience as a legal practitioner (preferably but not necessarily in a university or public sector environment) (E)
7. Proven track record in contract and commercial law. (E)
8. Specialist knowledge in one or more areas of the law of particular relevance to the University (corporate, intellectual property, real estate, data protection or procurement) (E)
9. A demonstrable track record of applying best practice to foster a modern and progressive approach to the work of an organisation. (E)
10. A record of excellent self-management and workload (E)

Knowledge

11. Demonstrable knowledge of public policy, regulatory, compliance and constitutional context in which UK HE operates, particularly related to commercial law (D)
12. The dynamics of higher education and academic endeavour and knowledge of the commercial reality of operating in a University (D)
13. In-depth knowledge of contract and commercial law.(E)

Skills and Competencies

14. Proven ability to be proactive and to prioritise a complex workload in a fast-paced, people-focused team. (E)
15. Proven ability to learn independently and master new areas of knowledge and skills rapidly. (E)
16. The ability to engage authoritatively and persuasively with colleagues at all levels, both internally and externally.(E)
17. Excellent analytical and problem-solving skills including the ability to analyse complex legislation and advisory documentation. (E)

18. Outstanding communication skills, with accuracy and attention to detail across written, verbal and presentational communication. Able to communicate/interpret specialist matters with non-specialist service users. (E)
19. Ability to exercise good judgement in a range of situations including providing expert advice and guidance in an approachable, professional manner. (E)
20. Strong, empathetic interpersonal skills and excellent listening skills. (E)
21. Excellent IT Skills, commensurate with the requirements of the role. (E)
22. The ability to harness new technologies to enhance the work of the department. (E)
23. Proven ability to work as a member of a team. (E)
24. Initiative, flexibility and the ability to adapt to a rapidly changing working environment. (E)
25. Excellent time management skills and a proven ability to meet tight deadlines, whilst paying appropriate attention to detail. (E)