



Job Description

Position / Job Title:	Senior Solicitor
Ref:	Eploy ID 123
Location/Building:	Hybrid working – 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:	9
Accountable to:	Deputy Head of Legal Services and Corporate Governance
Responsible for or supervises:	[no immediate direct reports but the postholder supports 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), Deans, Research Development and Support team, IT team, Procurement team, the University Board and University subsidiary Board members and related infrastructure to support the strategic direction of the University on a wide range of subjects.

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 a lead legal expert in the University on general contracting including education contracts, academic partnerships, student recruitment, IT, procurement, intellectual property, data protection regulation and on the regulatory framework for a wide range of University activity, providing expert and pragmatic legal advice and guidance to senior management across the University.

The role provides expert advice on the legal aspects of contract preparation, negotiation, submission, approval and policy; and to work with the rest of the Legal Services 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 to include:

- the provision of regulatory advice and the legal aspects of contracting with external entities such as government departments, NHS Trusts, GPs, other HEIs and external commercial companies for a wide range of issues;
- IT contracts including software license agreements, cloud computing agreements, IT professional services agreements and framework agreements; and

- 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 provide high quality contract review and legal advice in a broad range of disciplines as required by the University, for example, procurement, general commercial, dispute resolution, Data Protection, Freedom of Information, education, fundraising and charity law. To ensure that contracting policies, review and negotiation protect the interests of the University as a charity and ensure value.

Drafting, negotiating and advising on contracts for all aspects of University business, including research, knowledge exchange, academic partnerships, procurement, infrastructure, licensing and intellectual property.

Proactively supporting and collaborating with cross-University stakeholders to develop contracting templates and processes to support the University's objectives. To work collaboratively with University staff and officers, including UET, subsidiary company Board members and the Legal Services and Corporate Governance team, to manage legal and regulatory risk across a diverse remit.

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.

Advising on dispute resolution within the University, including in relation to student matters. To provide high quality legal advice in relation to student matters, including complaints and appeals as required.

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.

Drafting and contributing to policy development to support legal compliance and corporate governance; and to provide high quality legal advice and support to the University and its subsidiary companies, including company secretarial support to the University's subsidiary companies if required.

To liaise with external professional advisers as required.

Attending key committees and other University meetings as the Legal Services lead.

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 may reasonably be requested from time to time to support the provision of effective legal services to the University, its subsidiary companies, the Board and the Legal Services and Corporate Governance team.

Organisation Chart

The post holder is line-managed by the Deputy Head of Legal Services and Corporate Governance who reports to the Head of Legal Services and Corporate Governance and Clerk to the Board.

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 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:

UET

Deans and Directors of Professional Services

University subsidiary company directors

Faculty and Professional Service Directors of Operations

Legal Services and Corporate Governance Team

Academic staff requiring legal assistance

Business Accountants and other members of the Finance and Performance Team

Research and Knowledge Exchange support staff

Professional Services staff

External:

Regulators and government departments

Sector bodies

Contacts at partners or other third parties up to and including CEO level

Legal advisersPatent

Agents

Research funding bodies

Contracts managers and officers in other HEIs

Challenges

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 providing timely, expert legal advice to manage risk to the University across a diverse and ever-changing remit, and doing so in a way that is understood by a non-legal audience.

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

The post holder needs to be a flexible and highly capable lawyer with the ability to acquire new areas of specialism.

Information Governance Responsibilities

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

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

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.

June 2024



Person Specification

Post / Job Title:	Senior Solicitor	Post No:
School / Service:	Legal Services and Corporate Governance	Date: June 2024
SELECTION CRITERIA		Essential / Desirable
Knowledge including experience and qualifications		
Fully qualified solicitor or barrister qualified to practice in England with sufficient PQE in the jurisdiction to supervise others		E
Sufficient post qualification experience to work unsupervised		E
Significant experience of drafting, negotiating and advising on contracts and related risks		E
Knowledge and experience of providing legal advice on higher education related contracts		D
Experience and knowledge of wider commercial law, charity law, consumer law, intellectual property law, IT contracts and procurement related contracts		E
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
Experience of preparing policy or technical documentation with legal content		D
Knowledge and experience of protecting and exploiting intellectual property rights		D
Knowledge of company law/ company secretarial requirements		D
Skills		
Exemplary verbal communication skills including delivering advice and complex information in a concise and accessible manner		E
Exemplary written communication skills including the ability to deliver concise and accurate advice and high quality contract drafting		E
Ability to contribute to the resolution of complex issues whilst under pressure to meet deadlines		E
Proficient IT skills including the ability to adapt to new systems quickly		E
Ability to participate in complex negotiations at the highest levels		E
Effective teamworking skills- both immediate team and cross University		E
Ability to develop effective working relationships with a range of internal and external contacts		E
Attributes		
Highly organised and methodical approach to all aspects of work		E
Confidence to deliver and defend legal advice with diplomacy and tact to senior stakeholders and third parties, and explain consequences to senior managers		E
Self-confident, self-motivating and self-reliant, whilst appreciating when to seek advice		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 in short timescales		E
Ability to work both independently and as part of a team		E