



# Senior Legal Counsel

Department	Legal Services		
Professional Services Area	Office of the University Compliance Officer		
Staff Category	Administrative and Professional	Reference No	657293
Reports To	Head of Legal Services	Grade	9
Salary Range	In the region of £70,000	Contract Type	Open Contract
FTE	1 (35 hours/week)	Closing Date	31/10/2024
Working Arrangements	Hybrid. The standard requirement across the University is that at least three days per week (based on 1FTE) will be spent working on-site (with flexibility as appropriate).		On Site Facilities
Holidays	31 days + 11 statutory days Option to purchase additional holidays.		
Pensions	Contributory pension scheme available to all staff including generous employer contribution.		
Training	Professional Development with <a href="#">Organisational and Staff Development Unit</a> (OSDU) plus external training if required.		
Family Friendly Benefits	Generous parental leave provision, on-campus nursery and options for flexible working.		
Health and Wellbeing	University Sport centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies.		

## Job Advert

The University is looking to appoint a dynamic and innovative Senior Legal Counsel into its busy Legal Services team, reporting to the Head of Legal Services, to provide expert legal and compliance advice and assistance across all areas of the University, with a particular focus on commercial matters. This is an exciting in-house position with a varied and challenging workload where no two days are the same. You will be able to use and develop your skills in a wide variety of legal disciplines in a friendly, supportive environment and, together with the Head of Legal Services, help shape the Legal Services function to make a real difference in a ground-breaking institution.

Our new strategic plan, Strathclyde 2030, builds on the University's collective achievements over recent years in realising our vision of Strathclyde as a leading international technological university, inspired by its founder's vision of a 'place of useful learning' that makes a positive difference to the world. The University has ambitious plans to generate transformative innovation and impact, forge new collaborative relationships and partnerships, and engage across sectors on a global scale. In parallel, all universities are having to respond to an ever-increasing suite of new legislation, laws and external policy developments, at a time when the student and staff community (as with society at large) is becoming increasingly litigious. Safeguarding our Strathclyde Staff and Student Community is at front and centre of all our decision making. Legal Services plays a fundamental enabling role across all the strategic goals and KPIs in Strathclyde 2030 – as a collaborative, values-led business partner, providing tailored, accessible, solutions-based legal advice in support of the University's objectives.

The Legal Services team handles a broad array of frequently complex legal and compliance issues that impact the University, its staff and its students. We aim to work collaboratively to deliver robust, pragmatic advice that is centred on a sound assessment of legal risk.

We also work with external advisors as necessary to provide appropriate support to the University's objectives, always helping to secure the best value for money and manage the University's risk exposure appropriately.

Legal Services at the University of Strathclyde sits within the Office of the University Compliance Officer along with Safeguarding, Internal Audit Service, Information Governance Unit and the Directorate of Safety, Wellbeing & Resilience.

## Job Description

### Brief Outline of Job:

This exciting in-house role will deliver a proactive, customer-focused service, providing full and effective legal support to senior management and colleagues on a wide variety of legal matters across the full range of the University's activities.

While there will be a significant focus on commercial matters such as contracts, intellectual property, transnational education agreements, procurement, corporate investments, information governance, and information security, the broad nature of the role will also involve handling regulatory/compliance, charity law, safeguarding, equality, dispute resolution, civil litigation, property, and student-related matters.

The post holder will be expected to provide lead expert legal advice on complex commercial matters for the University, which matters may have significant strategic and/or external profile and impact, and in doing so exercise a substantial degree of independent, professional responsibility and discretion.

### Main Activities/Responsibilities:

1.	Support the Head of Legal Services in providing high level/expert legal advice and guidance to senior management, Executive Team, Senate and the University Court and to a large range of University clients on a wide range of legal matters, including, but not limited to, corporate and commercial matters, strategic projects, procurement, data protection agreements, technology transfer, student matters, Graduate and Degree Apprenticeships, UK Visa and Immigration, national security, subsidy control, dispute resolution, education (including transnational education agreements), governance and charity matters, fundraising, regulatory matters, employment and HR matters, property matters, risk and compliance. Supporting University Compliance Officer with regards to internal policies and procedures.
2.	Provide lead expert legal advice on complex commercial matters for the University, which matters may have significant strategic and/or external profile and impact, and in doing so exercise a substantial degree of independent, professional responsibility and discretion.
3.	Provide expert legal input into internal committees and stakeholder groups, influencing and facilitating different opinions to reach a consensus, negotiating terms and promoting/facilitating change as necessary.
4.	Maintain a pro-active, dynamic, and positive approach to unfamiliar areas of legal work, adopting a problem-solving attitude to develop appropriate options and provide (and/or obtain) robust, accurate advice for relevant stakeholders.
5.	Foster and build strategic working relationships across internal stakeholder groups, including interacting at a senior level and representing the activities of Legal Services with a high degree of professionalism in both internal and external platforms.
6.	Manage the often-competing demands and expectations of internal stakeholders by prioritising workload and setting and meeting appropriate service levels.
7.	Lead the development and implementation of continued process improvements in University legal workflow and effectively publicise the services of Legal Services across the University.
8.	Keep abreast of developments in the external legal and legislative environment as it applies to the Higher Education sector and specifically the University.
9.	Assist the Head of Legal Services in shaping the strategic direction of the Legal Services function, evaluating the legal needs of the University, and consulting with service users to establish requirements and standards, with responsibility for taking a pro-active role in implementing change.
10.	Develop, motivate, mentor, support and collaborate with more junior members of the Legal Services team, including the Compliance Co-Ordinator, as required. The role may involve management responsibility in future, where appropriate.

11.	Engaging with external legal advisors as and when required when specific expertise is required beyond what is provided in-house, ensuring advice is properly procured, instructed, managed and represents value for money.
12.	This job description is not exhaustive, and the successful applicant may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements, including the University's legal obligations, evolve.

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Qualified to practise as a solicitor in Scotland, with significant experience of practice.

E2 Current unrestricted Practising Certificate

E3 Evidence of ongoing personal and professional development

### Experience

E4 Significant experience of providing client-facing, commercial legal advice and taking a pragmatic approach to solving legal and other problems.

E5 Recent relevant experience of delivering complex contracts and significant strategic projects for diverse organisations, as well as managing dispute resolution, governance, and risk.

E6 Experience of working with, presenting to, and influencing a diverse range of colleagues, including senior management.

E7 Experience of developing innovative solutions, including the development of proposals for policy and procedural development/s and/or reform to meet stakeholder requirements and of contributing to strategic planning

D1 Experience of the Higher Education sector, the funding environment and relevant legal issues.

### Job Related Skills and Achievements

E8 Highly developed commercial legal knowledge and skills, including the ability to deal with problems referred from other experienced professionals within the same area of expertise who are unable to solve complex difficulties themselves.

E9 Proven interpersonal skills, including the facilitation of behavioural change, negotiation, influencing and relationship building.

E10 Ability to proactively manage a varied and demanding workload, including well-developed prioritisation skills.

E11 Commitment to and understanding of equality and diversity issues relating to staff and student matters within a highly diverse community.

E12 Proven ability to work independently and on own initiative, with the ability to demonstrate good judgement on when to seek input from peers or senior managers.

### Personal Attributes

E13 Excellent written and verbal communication skills and attention to detail, with the ability to produce documentation/content for a variety of audiences.

E14 Proven, advanced, analytical ability to problem solve and identify/devise solutions to unprecedented issues, and to present ideas and suggestions to senior management and colleagues.

E15 Highly resilient in managing a busy role.

E16 Proactive, self-motivated, confident approach to work.

E17 Willingness to undertake further training and development in unfamiliar areas of legal work as necessary.

### Other Relevant Factors

D2 Experience of managing others, delegating activities and supporting staff to fulfil their individual responsibilities.

## Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and

a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

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Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Gavin Grant, Head of Legal Services ([gavin.grant@strath.ac.uk](mailto:gavin.grant@strath.ac.uk)).

### Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

### Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

### Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

### Probation

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

### Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

### Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

### Interviews

Interviews for this post are scheduled to be held in mid-November 2024.

### Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

### University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

