

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Assistant Solicitor	Hours per week/FTE: 35
Accountable to: General Counsel	Contract Length: Permanent
Salary: £40,000 -£49,999	Weeks per year: 52
College/Service: Legal Services	Grade: Assistant Solicitor
	Location: Kings Cross

Purpose of Role: To assist the legal team in providing high quality tailored legal services across the University on a range of commercial, enterprise, academic and student matters. To contribute to the development of student and academic projects and enterprise across the University by contributing legal expertise and know-how to the development of University enterprise and commercial strategies and procedures.

Duties and Responsibilities

Provision of legal advice and drafting

1. Provide legal advice on all aspects of the University's academic and commercial activities.
2. Advise generally on contract, corporate and intellectual property law matters.
3. Review, draft and advise on consultancy, agency, grants, research and development, confidentiality, data sharing/processing, supply and purchase, scholarship, sponsorship and development, collaboration, academic, student agreements – plus other diverse student, commercial and publicly funded project agreements.
4. Research and support the provision of advice in respect of regulatory and compliance matters - including but not limited to: compliance with charity law, data protection, anti-bribery and consumer protection.
5. Observe and apply University good practice in these areas of law.

Creating precedents and establishing know-how

6. In order to develop uniform legal practice across the University establish and maintain a know-how system which will cover contracts entered into by the University and legal research generally so that it is easily accessible to legal and other relevant staff.
7. Create and maintain precedents for all types of agreements commonly needed by the University and to provide standardised advice on all aspects of relevant legal work.
8. Help draft and develop standardised and customised contracts and work with individual internal clients to ensure usage across the University.

Maintaining standards and developing best practice

9. Monitor contract outcomes and other feedback in order to assess the effectiveness and appropriateness of contracts and other strategies implemented in progressing a deal.
10. Have day to day conduct and care of the University's legal academic and enterprise contractual work.
11. Ensure that the University's Contracts Protocol is complied with in respect of all legal contracts.

Relationships with 3rd parties, internal and external clients

12. Ensure timely and cost effective use of external legal advice when appropriate. Instruct, liaise with and supervise external lawyers as necessary.
13. Acquire a thorough knowledge of relevant University Colleges and departments and develop and maintain proactive working relationships with all internal clients at all levels.
14. Liaise with legal and other representatives of external clients and collaborators as appropriate to progress legal matters.
15. Contribute to the development and delivery of a training programmes in legal and regulatory and compliance matters for academic, enterprise and support staff with a particular focus on contract law

IP Matters

16. Ensure that the University's IP policy is complied with in all legal contracts and that due care and control is exercised over the University's IP and similar interests.
17. Advise on prudent University IP registrations and protection and perceived infringements.

General

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Standing Financial Orders

Key Working Relationships:

- Colleagues in the Legal Services team.
- Key internal clients at each of the University's college and central services including:, Secretary and Registrar, Deans, Director of Academic Enterprise, College Directors of Enterprise, other senior managers, senior academic staff, College Business Development Managers, College contract and project managers, Director of Research Management and Administration, Directors of University subsidiary companies, student services and academic registry
- Key external advisors and other internal and external legal advisors as appropriate

Specific Management Responsibilities

Budgets: None.

Staff: None.

Other (e.g. accommodation; equipment):

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Grade: Assistant Solicitor

Person Specification

Specialist Knowledge/ Qualifications	<ul style="list-style-type: none">• Minimum of a 2:1 undergraduate degree or equivalent.• Qualified to practice as a Solicitor in England and Wales.
Relevant Experience	<ul style="list-style-type: none">• Post-qualification experience in respect of contract and commercial law gained within private practice or an in-house legal team.• Excellent contract drafting skills.• Experience of working under pressure and to strict deadlines.• Good working knowledge or experience of intellectual property law issues• Good knowledge of regulations applying to Higher Education• IT literate, with sound knowledge of Microsoft Office products (especially Word and Outlook).
Communication Skills	<ul style="list-style-type: none">• Ability to provide clear, practical and commercially focused legal advice both orally and in writing.• Ability to communicate and effectively manage the expectations of clients/colleagues.• Ability to clearly explain routine legal concepts in an inclusive and accessible way.• Ability to recognise sensitive issues and maintain strict confidentiality• Ability to work effectively with diverse groups
Research, Teaching and Learning	<ul style="list-style-type: none">• Uses legal research skills to provide up to date legal advice and produce correctly drafted documents.• Experience of contributing to and delivering legal training sessions to a wide audience in an inclusive and accessible way.

Professional Practice	<ul style="list-style-type: none"> • Keeps up to date with relevant developments in the law, including satisfying the SRA CPD requirements. • Complies with the SRA Code of Conduct.
Planning and Managing Resources	<ul style="list-style-type: none"> • Ability to clarify, plan and prioritise own work to achieve objectives to the standards expected, including proactively working with others to achieve personal and team/service area objectives.
Teamwork	<ul style="list-style-type: none"> • Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	<ul style="list-style-type: none"> • Builds and maintains positive relationships with others in the Legal Services team and clients/colleagues. • Considers the needs of clients/colleagues to identify ways of improving legal services.
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> • Suggests practical solutions to novel or unique problems.