

<b>SECTION A: THE ROLE</b>	
<b>Job Title:</b>	University Solicitor
<b>Institute/Service:</b>	Vice Chancellor's Office (VCO)
<b>Job Grade:</b>	Grade 9
<b>Job Family:</b>	Services
<b>Job Location:</b>	Lancaster or Carlisle
<b>Responsible To:</b>	University Secretary
<b>Role Purpose:</b>	
<p>The post holder will be expected to provide legal advice in the support of the delivery of the University's strategy, acting as a specialist point of knowledge, advice, guidance, and support on a wide range of both internal and external legal and compliance matters, including a broad spectrum of agreements of variable nature.</p> <p>Where necessary, the post holder will secure the effective and efficient delivery of specialist external legal support to the University.</p> <p>The post holder will have a proactive and pragmatic attitude to work and will be able to work effectively with others whilst also being able to work independently and demonstrate initiative.</p>	

<b>SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES</b>	
1.	To provide efficient, timely, expert and pragmatic legal advice and guidance on a wide range of legal, commercial, project, contracting and transactional matters, to include drafting, structuring, reviewing and negotiating a range of contracts and agreements which achieve the University's goals while controlling risk.
2.	Management of the contract with and engagement of external legal advisors to ensure actionable advice is received that is value for money.
3.	Support and develop the University's processes and procedures for contracting, including the approval process and use of template documents.
4.	Establishment and active management of an institutional record of University contracts / agreements.
5.	To pro-actively advise on existing and forthcoming legislation that will impact upon the University's work, and to provide or advise upon appropriate training for staff on the implications of the legal requirements affecting their work.
6.	To maintain up-to-date professional knowledge relating to sector and government legislation, regulations, best practice, alerts and vulnerabilities, and advise the University accordingly.  Maintain registered professional status. Represent the University at legal networks.

**Additional Information:**

You will on occasions and in line with operational needs:

- Be required to work different hours including at weekends/evenings;

- Be required to travel to other campuses and sites as necessary.

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the University's intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder's obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

### **Our Values:**

At the University of Cumbria, our values shape the way we work, our culture and environment.

#### *We are PERSONAL*

Individuals are at the heart of what we do, and our culture of belonging recognises and supports every person. As an institution, we have mutual respect for those we work with and for and we care about understanding each other's challenges and helping one another to thrive.

#### *We are PROGRESSIVE*

As a university we have a determination to deliver our mission, which keeps us open to opportunities in front of us. We encourage thoughtful and inspirational ideas, and we tackle problems proactively, with optimism, creativity and courage.

#### *We are ENGAGED*

As stewards of knowledge and place, it is our privilege to champion the region and advocate for the value of education. The University of Cumbria is welcoming to different perspectives, expertise and experiences and we are committed to building and nurturing strong links with our communities.

### **Providing an Inclusive Environment:**

The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

### **Health & Safety Statement**

All employees at the University of Cumbria are required to ensure that all duties and responsibilities are discharged in accordance with the University's Health and Safety at Work policy. They should take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do. Employees should correctly use work items provided by the University, including personal protective equipment in accordance with training or instructions.

<b>Criteria for Grade 8 Role Title: University Solicitor</b>	<b>Essential/ Desirable</b>	<b>To be identified by:</b>
<p><b>Qualifications</b></p> <p>Qualification in Law (Degree level minimum or significant relevant professional experience)</p> <p>Legal Practice Course / relevant professional and / or post-graduate qualification</p> <p>Qualified Solicitor, authorised and regulated by the Solicitors Regulation Authority, with PQE</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>Application Form</p> <p>Application Form</p>
<p><b>Experience</b></p> <p>Significant experience of undertaking legal work and/or services, contributing to the strategic development of an organisation.</p> <p>Experience of successfully reviewing, drafting and advising on contracts/ agreements and other legal documentation across areas relevant to the University.</p> <p>Experience of providing expert advice and guidance to senior managers and internal / external stakeholders to inform decision making.</p> <p>Experience of working within a Higher Education environment.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application Form/Interview</p> <p>Application Form /Interview</p> <p>Application Form/ Interview</p> <p>Application Form/Interview</p>
<p><b>Knowledge, skills and abilities</b></p> <p>Ability to demonstrate an understanding of the legal issues facing a University.</p> <p>Demonstrate an understanding of contract law and the legal issues which arise in the context of a contract.</p> <p>Ability to assimilate, interpret and communicate complex legal clauses, rules and regulations.</p> <p>Being commercially aware.</p> <p>Experience in supporting public sector procurement activity.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>Supporting Statement/ Interview / Test</p> <p>Application Form/Interview/Test</p> <p>Supporting Statement/ Interview / Test</p> <p>Interview / Test</p> <p>Interview</p>

Ability to analyse and solve problems of a complex nature and think strategically.	Essential	Supporting Statement / Interview / Test
Ability to prioritise and progress a range of urgent, important work activities.	Essential	Supporting Statement / Interview / Test
Demonstrate a keen eye for detail.	Essential	Interview / Test
Good communication and inter-personal skills, with the ability to communicate effectively, both orally and in writing	Essential	Supporting Statement / Interview
Able to develop effective relationships with colleagues at all levels of the University.	Essential	Interview
Ability to negotiate, influence and persuade, including with key decision makers.	Essential	Interview
Ability to be proactive and identify and recommend changes for improvement where appropriate.	Essential	Interview
Knowledge of relevant IT packages, information systems and procedures, ability to adapt/transfer skills to use new technology.	Essential	Supporting Statement/Interview
Professional approach to work and work colleagues and an ability to work independently and show initiative.	Essential	Interview
<b>Other</b> Commitment to the <a href="#">Strategic Plan</a> of the University especially in relation to equality of opportunity at work, a healthy and safe working environment. and the expected behaviours of an effective Leader.	Essential	Interview