

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Senior Legal Counsel

## **Department**

Legal, Governance and Assurance Services

## **Location**

Kedleston Road, Derby, DE22 1GB

## **Job Reference Number**

0002-21

## **Salary**

Competitive

## **Reports To**

Head of Legal, Governance and Assurance Services

## **Line Management Responsibility**

Yes

# **Job Description and Person Specification**

## **Role Summary**

The role holder will be a leader within the University’s Legal Services team and a key advisor who provides timely, high quality, pragmatic and commercially focused legal advice to the University on high value and/or complex matters. They will work closely with the Head of Legal, Governance & Assurance Services to manage the day-to-day operations of the Legal Services team, which includes the line management of two solicitors and support staff. They will also manage the University’s panel of external legal advisers, including oversight of matters on which panel members are instructed and management of all billing.

In addition, the role holder will negotiate, draft and advise on a wide range of high value and/or complex legal and transactional issues, including a broad spectrum of agreements of variable nature (including supply and purchase agreements, licences, confidentiality agreements, research and other collaboration agreements, memoranda of understanding, corporate documentation and consultancy agreements), regulatory issues and intellectual property issues.

## **Principal Accountabilities**

### Legal Advice and Support

* Provide timely, high quality and pragmatic and commercially focused legal advice and guidance on a wide range of high value and/or complex legal, commercial, contractual and transactional issues.
* Draft, review and negotiate complex legal agreements.
* Manage and develop the University’s contracting processes and procedures.
* Support regulatory matters relevant to the University and the associated risk mitigation measures.
* Benchmark Legal Services’ processes against comparable teams at other similar organisations to ensure fitness for purpose.
* Advise on the management of the University’s intellectual property portfolio.

### Contract Advice and Co-ordination

* Provide advice and guidance to colleagues on high value and/or complex contracts to be entered into by the University or its subsidiaries, including drafting and negotiating contract terms and conditions.
* Provide professional advice/guidance, review and risk assessment of a wide range of contractual documents.
* To manage, develop and monitor commercial contracting policies and procedures across the University.
* Maintain a standard suite of precedent agreements.
* Provide training to colleagues on a wide range of legal issues.
* Manage Legal Services’ matter management system.
* Coordinate guidance and support from external legal advisors where necessary.
* Manage and assess legal risk with respect to commercial contracts.
* Advise insurers where required of contractual/commercial risk and liaise with the same on a wide range of matters.
* Advise on litigation risk.
* Provide procurement law advice.

### Governance

* Provide legal advice to the University’s Governance Services Team.

### Litigation

* Student disputes – advise the University in respect of complex and/or high value disputes with current or former students.
* Manage other material or complex litigious matters as and when they arise.

### General

* Leases/Licences – review and negotiate real estate leases/licences and offer advice and guidance on related legal issues.
* Contractual disputes with supplier/customers.
* Work with colleagues across the University, including the Executive and Leadership Team, to prepare, negotiate and manage a wide variety of agreements and advise on material and/or complex matters.
* Build effective working relationships with colleagues.

## **Person Specification**

### Essential Criteria

#### **Qualifications**

* Qualified to practice as a solicitor or barrister in England and Wales.

#### **Experience**

* Significant demonstrable post-qualification experience.
* Significant experience of commercial law and contracting.

#### **Skills, knowledge & abilities**

* Able to work autonomously.
* Strong management skills.
* Significant knowledge of contract law and commercial practice.
* Strong communication skills.
* Strong organisational, presentation and training skills.
* Ability to manage administrative systems and complex databases.
* Well-developed IT skills (including experience of spreadsheet, word processing and presentation software packages).
* Excellent time management and flexibility to respond to urgent deadlines.
* Ability to work occasional flexible hours.

### Desirable Criteria

#### **Experience**

* Significant experience of HE sector IP commercialisation and research contracting.
* Significant experience of the educational sector.
* Experience of public sector procurement.

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)