

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Legal Services Support Officer

## **College/Department**

Legal Governance and Assurance Services

## **Location**

Kedleston Road, Derby, DE22 1GB

## **Job Reference Number**

0643-21

## **Salary**

£21,007 to £22,627 per annum

## **Reports To**

Senior Legal Counsel

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

Providing a comprehensive support service to the Legal Services team, this a multi-faceted role that includes the following areas of responsibility:

**Administrative Support**

The role will support the Legal Services team in organising specific areas of work from start to finish. There will be a requirement to use initiative to resolve problems and queries relevant to responsibilities. The role will involve frequent interaction with colleagues and third parties where the ability to consistently demonstrate the highest levels of written and verbal communication, accuracy and professionalism is required. The role also requires a high degree of aptitude in prioritising communication and an ability to respond to correspondence in a timely fashion.

**Legal Support**

The role will be involved in all stages of the contract lifecycle: logging matters, processing contracts, obtaining signatures both internally and externally and storing documents appropriately. The role requires efficient document and records management. Carrying out initial reviews of standard documents and undertaking research will also be required.

**Financial Support**

The role will provide financial support to Legal Services by assisting with monitoring fees and expenditure of external solicitors, handling invoices and raising purchase orders where necessary.

**Communications**

The role will act as a first point of contact for new legal matters and queries and will be required to manage our internal web presence. When communicating both internally and externally, the role requires the ability to consistently demonstrate the highest levels of confidentiality, accuracy, and professionalism.

## **Principal Accountabilities**

1. To provide a high-quality administrative support service to Legal Services, to include managing electronic mail, contract workflow, maintaining diary commitments, arranging meetings, filing documents, photocopying and distributing documents, dealing with telephone queries, liaising with internal/external customers etc.
2. To provide legal support at all stages of the contract lifecycle; logging matters, processing contracts, obtaining signatures and storing documents appropriately.
3. To carry out initial reviews of standard legal documents.
4. To provide financial support to the Legal Services team by assisting and monitoring fees and expenditure of external solicitors, handling invoices and raising purchase ordered where necessary.
5. To act as the first point of contact to new legal matters and queries.
6. To demonstrate efficiency in all tasks undertaken.
7. To ensure effective communications across Legal Services, the University, and external contacts, ensuring confidentiality is maintained whenever necessary.
8. To develop and maintain the Legal Services internal web presence.
9. To consistently maintain mechanisms for the recording, updating and retrieval of important information as required.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Educated to A-level or equivalent

#### **Experience**

* Experience of working in an administrative support role in a fast-paced and challenging environment
* Experience of using, and knowledge of Microsoft Office packages, including: Word; Excel; Outlook; Microsoft Office 365; Microsoft Teams
* Experience and willingness to work effectively and proactively as part of a team whilst demonstrating independent working and initiative

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

* Excellent interpersonal skills, with an ability to demonstrate tact and diplomacy in dealing with a wide range of contacts both internally and externally
* Excellent organisation and administrative skills
* Ability to work to tight deadlines
* Ability to follow processes and protocols.
* High level of computer literacy and the ability to learn new software and systems
* Excellent oral and written communication skills
* Excellent attention to detail
* A willingness to be flexible towards duties and adaptable to change
* Ability to handle sensitive and confidential information

### **Desirable Criteria**

#### **Qualifications**

* Educated to degree level or equivalent work experience
* A legal related qualification

#### **Experience**

* Experience of working within a legal office or department
* Experience of using a Case Management System
* Experience of managing invoices and raising purchase orders

# **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)