

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Legal Counsel

## **College/Department**

Legal, Governance and Assurance Services

## **Location**

Kedleston Road, Derby

## **Job Reference Number**

0461-22

## **Salary**

£38,034 to £44,732 per annum

## **Reports To**

Senior Legal Counsel

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The Legal Counsel will provide timely, high quality, pragmatic and commercially focused legal, governance and intellectual property advice to the University on a range of matters. Seek advice as necessary from the external panel legal advisers, co-ordinate the response/relevant action and manage the authorisation of payment in line with agreed fees. They will work closely with the Senior Legal Counsel and the other Legal Counsel.

The Legal Counsel will negotiate, draft and advise on a wide range of 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

1. Provide timely, high quality and pragmatic and commercially focused legal advice and guidance on a wide range of legal, commercial, contractual and transactional issues;
2. Draft, review and negotiate legal agreements;
3. Support the development of the University’s contracting processes and procedures; and
4. Support regulatory matters relevant to the University and the associated risk mitigation measures.

### Contract Advice & Co-ordination

1. Provide advice and guidance to colleagues on contracts to be entered into by the University or its subsidiaries, including drafting and negotiating contract terms and conditions;
2. Provide professional advice/guidance, review and risk assessment of a wide range of contractual documents;
3. Support the maintenance of a standard suite of precedent agreements;
4. Provide training to colleagues on a wide range of legal issues;
5. Use Legal Services’ matter management system;
6. Coordinate guidance and support from external legal advisors where necessary;
7. Manage and assess legal risk with respect to commercial contracts; and
8. Advise insurers where required of contractual/commercial risk and liaise with the same on a wide range of matters.

### Governance

1. Provide legal advice to the University’s Governance Services team.

### Litigation

1. Student disputes – advise the University in respect of disputes with current or former students; and
2. Manage other litigious matters as and when they arise.

### General

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

## **Person Specification**

### Essential Criteria

#### **Qualifications**

* Qualified to practise as a solicitor or barrister in England and Wales
* SRA Practicing Certificate

#### **Experience**

* Relevant post-qualification experience
* Experience of commercial law and contracting

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

* Able to work autonomously
* Knowledge of contract law and commercial practice
* Strong communication skills
* Strong organisational, presentation and training skills
* Ability to use 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
* Good interpersonal skills.

#### **Business requirements**

* Ability to work occasional flexible hours

### Desirable Criteria

#### **Experience**

* Experience of HE sector IP commercialisation and research contracting
* 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)