Role profile

Job title
Legal Skills Advisor

Job family and level
Research and Teaching Level 4

School/Department
School of Law

Location
University Park Campus

Purpose of role
The Legal Skills Advisor (LSA) will work alongside the Director of Legal Skills to help to design and deliver skills-based support and teaching to the School’s undergraduate and postgraduate students, including home, EU, international and exchange students. The LSA will help to support students at an individual and group level in the School of Law with law-specific academic matters.

Main responsibilities
(Primary accountabilities and responsibilities expected to fulfil the role)

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<th>% time per year</th>
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1. Deliver legal specific support and assistance
   - Work with individual students and both small and large groups of students to develop high levels of independent learning and independent legal skills, including case analysis, statutory and treaty analysis, legal reasoning, legal research, legal writing, critical legal analysis and application of law to factual problems.
   - Respond to student-led demand, clinical needs and in response to requests from key School committees, particularly the Undergraduate and Postgraduate Teaching Committees.

2. Support the acquisition and development of generic academic skills
   - Work with students (with particular emphasis on the specific needs of international and first year students) on their integration into the School, to include:
     - Clarification of the School’s expectations and desired learning outcomes;
     - Support for study strategies and workload management;
     - Support for developing an understanding of academic regulations, including progression and plagiarism;
     - Support for development of key skills such as note-taking, examination preparation, writing structure, clarity of expression and referencing etc;
     - Support for developing an understanding of assessments processes, including feedback, coursework and exam requirements.

3. Methods of support
   - Deliver individual tutorials and drop-in sessions (for students who self-refer or are referred by School colleagues) and practical learning clinics
and lectures/ seminars/ presentations in conjunction with School colleagues.

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<th><strong>Online Programme Development and Delivery</strong></th>
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<td>- Work with the Director of Legal Skills on the design, development and running of the Taught Masters Skills Programme, the skills-based module on Moodle (the University's learning platform) for postgraduate students.</td>
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<td>- Work with the Director of Legal Skills on the design, development and running of the Undergraduate Law Toolkit, the skills-based module on Moodle for undergraduate students.</td>
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<th><strong>Module Convenor Support</strong></th>
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<td>- Provide support to module convenors in the development of modules and delivery of high quality teaching.</td>
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<th><strong>Any other duties appropriate to the level of the role holder</strong></th>
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## Person specification

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<td><strong>Skills</strong></td>
<td>▪ Excellent oral and written communication skills, including presentation skills, with the ability to communicate complex information with clarity.</td>
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<td>▪ Excellent interpersonal skills, including the ability to work with vulnerable students experiencing pressure</td>
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<td>▪ Good IT skills</td>
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<td>▪ The ability to work both independently and as part of a team</td>
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<td>▪ The ability to manage a varied and demanding workload that is subject to tight deadlines</td>
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<td><strong>Knowledge and experience</strong></td>
<td>▪ An excellent understanding of academic matters and the ability to articulate these to students</td>
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<td>▪ An excellent understanding of working with students from a wide range of cultural and ethnic backgrounds and with students with different needs</td>
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<td><strong>Qualifications, certification and training (relevant to role)</strong></td>
<td>▪ At least a good upper second-class degree in law or a good upper second-class degree in another subject and a good postgraduate qualification (such as CPE or diploma) in law.</td>
<td>▪ Evidence of familiarity of international legal materials</td>
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<td>▪ Evidence of familiarity with English legal materials</td>
<td>▪ A postgraduate law qualification, either academic or professional</td>
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The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

**Valuing people**
Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

**Taking ownership**
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

**Forward thinking**
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

**Professional pride**
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

**Always inclusive**
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others
A leading research institution

The University of Nottingham is a financially strong, research-led institution. In the 2014 Research Assessment Exercise, the University was ranked seventh in the UK in terms of research power, confirming the University’s place as a leading member of the Russell Group of research intensive universities in the UK.

High quality teaching and learning

Commitment to a total learning environment for students of the highest quality is a key feature of the provision of education at the University of Nottingham. The University is also strongly committed to staff development through training, appraisal and excellent prospects for career advancement. Nottingham is one of the most popular universities in the UK in terms both of applicants per place available and also total number, with the School of Law also one of the most popular in terms of applicants per place available.

An attractive and popular campus

The University of Nottingham is located 5 kms west of Nottingham city centre, in a large campus of some 134 hectares, set in an attractive green-belt of woodland, parks and playing fields. The campus is an invaluable asset that helps the University to attract students of high calibre and provides an ideal environment for scholarly activities of all kinds. There are four campuses in and around Nottingham. The School of Law is located in the heart of the main University campus, in a building that also houses the School of Politics and International Relations and the School of Sociology and Social Policy. The University has two overseas campuses, at Seminyeh near Kuala Lumpur in Malaysia and at Ningbo, near Shanghai in the Peoples’ Republic of China.

Administrative structure

Organisationally, the University of Nottingham has five Faculties: Arts, Social Sciences, Engineering, Medicine and Health Sciences, and Science. Within each Faculty are the Schools, Institutes and Departments. The School of Law is within the Faculty of Social Sciences and reports to the Faculty Pro-Vice-Chancellor.

SCHOOL OF LAW

The School is a unitary entity with no separate departments. The Head of School has primary responsibility within the School for interactions with the rest of the University. The Head of School is a professor within the School, who usually undertakes the role for three to five years, and who is appointed after consultation within the School.

The School has established a number of committees which have responsibility for various aspects of the School's activities. All staff undertake some administrative responsibilities, in conjunction with support staff, depending on their level and experience. The School aims to ensure that its decisions are transparent, accountable and conducted in a spirit of collegiality.

Candidates are encouraged to find out more about the School and its members of staff at: http://www.nottingham.ac.uk/law.
Research Environment

Excellence in research is a priority in the School of Law. The School was ranked sixth among UK Law Schools in REF 2014, in terms of both research power and intensity; and fifteenth in terms of GPA. Its profile was 37% 4*, 44% 3*, 18% 2* and 1% 1*. Members of the School are closely involved in the national and international scholarly community, and many of them have very high international reputations in their fields. The School encourages intellectual curiosity, original thought and engagement with outside organisations.

All members of staff receive generous financial support in terms of individual personal research allowances, which can be used to cover conferences, books, equipment or student research assistance, and there is regular study leave. In addition, members of the School have been successful in attracting significant research funding from such bodies as the Arts and Humanities Research Council, the Economic and Social Research Council, the British Academy, the Leverhulme Trust, government departments, international and national organisations and the private sector. The School is committed to developing further its record of high level research quality and securing research grants. Each new member of staff has a senior member of staff as a mentor and there are active Staff Research and Staff Development Committees.

The School houses a number of research centres, which are nationally and internationally recognised. These include the Human Rights Law Centre, which also provides a number of short courses for experienced professionals and engages in research and training projects around the world, the Public Procurement Research Group, the Commercial Law Centre, the Nottingham International Law and Security Centre and the Criminal Justice Research Centre.

Undergraduate Teaching

The School of Law has always valued excellence in teaching, allied to a strong research base, and has consistently maintained small tutorial groups for its undergraduate teaching. This enables our students to be directly assisted in their learning and to have effective interaction with the academic staff. Our teaching was rated as 'excellent' by the QAA subject review. The undergraduate courses on offer are rigorous and interesting, and cover a diverse range of subjects, with both core modules essential for practice as a lawyer and a wide choice of optional subjects. The University operates a modular degree structure, based upon two semesters established on top of the existing three terms.

The majority of our students study for the LLB degree, which allows students to take a limited number of non-law modules. We also have a BA (Law) degree, which allows students to take a wider range of non-law modules, and BA degrees in Law with French and French Law, Law with German and German Law and Law with Spanish and Spanish Law. All these degree programmes lead to a qualifying law degree for professional purposes. Our current undergraduate intake is about 300 students, with the standard ‘A’ level offer for applicants being AAA, together with a good mark in the National Law Admissions Test (LNAT). Some students are selected, at the beginning of their second year, to transfer to one of our many four-year Law degree programmes, which involves spending their third year abroad, studying at one of our partner law schools, before returning to Nottingham for the fourth year. These degrees include Law with American Law (the University of Texas at Austin or the University of Connecticut), Law with South East Asian Law (the National University of Singapore), Law with Chinese Law (the University of Hong Kong), Law with Australian Law (the Australian National University, the University of New South Wales, the University of Queensland, the University of Sydney or the University of Western Australia), Law with New Zealand Law (with the University of Auckland or the University of Canterbury) and Law with Canadian Law (the University of British Columbia or the University of Western Ontario). Similarly, we have a Law with European Law degree, with the third year spent at one of a number of European universities with whom we have links under the European Erasmus exchange programme.
Postgraduate Taught Courses

The School has a very successful Masters of Law (LLM) programme. There are both general and specialist LLM degrees, being in Public International Law, Human Rights Law, International Commercial Law, International Criminal Justice and Armed Conflict, Environmental Law, European Law, Maritime Law, Criminal Justice, and Law and Development. As a result, there are approximately 50 different LLM options available to students across the entire LLM programme, as well as some options from other disciplines in the University. These different options reflect the research interests of staff, most of whom are involved in teaching on the LLM, and so enable effective research-led teaching to LLM students. All our options are specifically designed for, and taught only for, the Masters Programme.

These LLM degrees attract students from all regions of the world, with the majority from outside the UK. As the places on the LLM are highly sought after, the quality of the students is generally very high. The teaching on the LLM is undertaken in small group seminars, enabling interactive teaching with student participation. Some seminars are conducted by visiting academics and by government or international organisation officials. A number of the options are full-year, though the majority are taken over one semester only (half-options), with assessment (usually essays or examinations) at the end of the year. Students also write a dissertation to be completed by September.

We also run part-time Executive Programmes in Public Procurement Law and Policy (Distance Learning), which have been very successful. In 2020 we will launch a further Distance Learning programme in International Human Rights.

Postgraduate Research

The School is continuing to expand its number of postgraduate research students, with over 60 such students (some part-time) in the School at the moment, which is a large number by comparison with many other UK law schools. Students are assigned two supervisors including, if appropriate, a member of staff in another School in the University. There are Annual Reviews of each student to monitor their progress and their supervision, and each student must give an annual presentation of their research. In addition, research training is provided to all new research students and the School has recognition from the ESRC for postgraduate training under its 1+3 funding model.

Research students benefit from the provision of a dedicated research room, with well-appointed individual research space, including personal computers connected to the high-speed network and the School intranet site. This development fits within the School’s overall aim of improving its research environment wherever possible. The School also has a number of scholarships for research students in Law. The University’s Graduate School provides generic training and a focus for general postgraduate education.

Library Provision

Across all campuses, the University has nine libraries. The excellent Law Library is located in the main University Hallward Library, located next to our building, and it has in excess of 55,000 volumes, as well as immediate access to a very wide range of electronic materials and resources. It is now located in a dedicated Law and Official Publications Reading Room. The School allocates a portion of its budget each year to additional library purchases to reinforce its standing as a postgraduate and research library.

IT Provision

The School has excellent computing facilities and all members of staff are provided with a desktop computer, linked internally and externally to the University’s high-speed network and the internet, and their own printer. Appropriate software for research and teaching purposes is provided as necessary.
All students have access to computers within the University, with the School of Law Computer Room providing access to computers exclusively for Law students. A rolling programme of equipment upgrading and renewal ensures that the School remains at the forefront of IT provision.

ACADEMIC STAFF AND THEIR RESEARCH INTERESTS
(from 1 September 2019)

**Head of School**

**Professor of Comparative and International Penal Law**
Dirk van Zyl Smit BA, LLB (Stellenbosch), PhD (Edinburgh), Advocate (South Africa)

**Achilles Professor of Public Procurement Law and Policy**
Sue Arrowsmith BA (Oxford), DJur (Osgoode Hall), MCIPS
Public Procurement, World Trade Organisation.

**Professor of Public Law**
Stephen Bailey MA, LLB (Cambridge)
Constitutional and Administrative Law, Tort, English Legal System, Civil Liberties, Local Government Law.

**Nottinghamshire Healthcare NHS Trust Professor of Mental Health Law**
Peter Bartlett BA, MA (Toronto), LLB (Osgoode Hall), PhD (London), Barrister and Solicitor (Ontario)
Health Care Law (especially Mental Health Law), Socio-Legal History.

**Professor of Public International Law**
Olympia Bekou Degree in Law (Democritus University of Thrace), LLM (Cambridge), PhD (Nottingham), Barrister and Solicitor (Greece).
International Law, International Criminal Law, European Law.

**Hind Professor of Commercial Law**

**JC Smith Professor of Law**
Diane Birch LLB (Nottingham)
Evidence, Criminal Law, Criminal Justice.

**Professor of Consumer Protection Law**
Peter Cartwright LLB (Hull), MPhil, PhD (Wales)
Consumer and Investor Protection, Banking Law, Criminal Law, Commercial Law, Regulation.

**Professor of Intellectual Property Law**

**Professor of International Economic Law**
Mary Footer BA (UEA), Meester in der Rechten (Netherlands Antilles), LLM (London), PhD (Erasmus) International Economic Law, World Trade Organisation Law, Public International Law.

**Professor of Law and Social Theory**
David Fraser LLB (Laval), LLB (Dalhousie), LLM (Yale)
Criminology, Legal Aspects of the Holocaust, Legal Theory.
Professor of Law
Richard Hyde LLB (Durham), LLM, MA (Nottingham)

Professor of Comparative Criminal Law and Procedure
John Jackson BA (Dunelm), BL (QUB), LLM (Wales), Barrister (NI), Barrister (Middle Temple)

Professor of European Law
Jeffrey Kenner LLB, LLM (London)
Law of the European Union, Employment Law.

Professor of Public International Law
Dino Kritsiotis LLB (Cardiff), LLM (Cambridge)
International Law, particularly the Use of Force and International Humanitarian Law.

Professor of Law
Annamaria La Chimia LLB (“La Sapienza” Rome), LLM, PhD (Nottingham), Avvocato (Barrister and Solicitor)
EU Law, Public Procurement, WTO Law, Aid and Development.

Professor of International Human Rights Law
Dominic McGoldrick LLB (Nottingham), PhD (Nottingham), Barrister (Middle Temple)

Professor of International Commercial Law
Irit Mevorach, LLB, LLM (Tel-Aviv), PhD (UCL), Advocate (Israel)
Company Law, Insolvency Law, International Insolvency, Private international Law.

Professor of Public International Law
Marko Milanovic LLB (Belgrade), LLM (Michigan), PhD (Cambridge)

Professor of Public Law
Alastair Mowbray LLB (Warwick), PhD (Edinburgh)

Professor of International Human Rights Law
Aoife Nolan LLB (Dublin), PhD (EUI)
Human Rights, Constitutional Law.

Professor of Criminal Jurisprudence
Paul Roberts BCL, MA (Oxford), MPhil (Cambridge)

Professor of Law
Craig Rotherham LLB (Canterbury, NZ), LLM (Yale), PhD (Cambridge)
Property, Restitution, Legal Theory.

Professor of Law and Difference
Ralph Sandland BA (Kent), MPhil (Cambridge)
Legal Theory, Family Law, Criminology.

Professor of Public International Law
Sandy Sivakumaran BA (Cambridge), LLM (New York), Attorney (New York)
Professor of Common Law
Stephen Todd LLB, LLM (Sheffield), LLD (Canterbury, NZ), Barrister
Contract Law, Tort.

Professor of Intellectual Property
Paul Torremans Licentiaat Rechten (Leuven), Licentiaat Notariaat (Leuven) Geaggregeerde HSO en HOKT Rechten (Leuven), LLM, PhD (Leicester)
Intellectual Property, Private International Law.

Professor of Public International Law
Nigel White, MA (Oxford), PhD (Nottingham)
International Law, Law of International Organisations, Collective Security Law, Access to Justice in
International Law.

Emeritus Professor in Residence and Co-Director of University of Nottingham Human Rights Law Centre

Senior Fellow in Public Procurement Law
Peter Trepte BA (Kent), Licence en Droit (Grenoble), PhD (Tilburg), Barrister
Public Procurement.

Associate Professors and Readers
Associate Professor and Reader in Company and Commercial Law
Sandra Frisby LLB, PhD (Nottingham)
Corporate Insolvency, Company Law, Commercial Law, Property Law.

Associate Professors
Michael Bowman LLB (Nottingham)
Environmental Law, Public International Law, Tort.

Christine Davis LLB, PhD (Nottingham), Solicitor
Property Law, Equity and Estoppel, Tax Law.

Narine Ghazaryan BA, MA (Yerevan State University, Armenia) LLM, PhD (Nottingham)
Company Law, Contract, Law of the EU.

Edward Goodwin BA (Mansfield College, Oxford), LLM (Nottingham), PhD (Nottingham)

Róisín Mulgrew LLB (Galway), LLM (Nottingham), MA (Nottm), PhD (Nottm)

Sangeeta Shah BA and MJuris (Durham)

Andrea Tosato LLB (Pavia, Italy), LLM (Cambridge), PhD (Pavia, Italy), (Barrister and Solicitor)
Contract Law, Commercial Law, EU Law, Intellectual Property Law
**Assistant Professors**

Or Bassok LLB, LLM (Hebrew University), LLM, JSD (Yale Law School)
Public Law, Criminal Law, Constitutional Theory, Comparative Constitutional law.

Reza Beheshti LLB (Shiraz State University), LLM, PhD (Leicester)
Contracts, Sales, Private International Law, Contract Remedies

Cosmin Cercel LLB (Bucharest/Paris), MA & PhD (Panthéon-Sorbonne Paris I)
Tort, Classical Legal Theory.

Daria Davitti BA, MA (Bologna) LLM, PhD (Nottingham)
International Human Rights Law, Migration.

Aris Georgopoulos LLB (Athens), PhD (Nottingham), Barrister and Solicitor
EU Law, Public Procurement Law, Competition Law, Public Law, International Trade Law and policy.

Bernd Justin Jütte LLB (Greifswald), LLM, PhD (Luxembourg)
Intellectual Property, Copyright, EU Law.

Hemi Mistry LLB (hons), LLM, PhD (Nottingham)
International Criminal Law, Tort, Trusts.

Penelope (Nell) Munro LLB (Queen Mary), MA (Nottm), PhD (Nottm)
Mental Health Law, Socio-Legal Research Methodologies, Systems Theory.

Marianthi Pappa LLB (Thessaloniki) LLM, PhD (Aberdeen)
International Law of the Sea, Contract Law

Sanam Saidova BA, MA (Tashkent, Uzbekistan), LLM (UEA), PhD (Nottingham)

Christopher Sargeant LLB (Nottingham), LLM (Cambridge)
Land, Trusts, Crime, Public International Law.

Candida Saunders LLB (Nottm), LLM (Nottm), MA (Nottm), PhD (Nottm)
Criminal Law, Justice and Evidence, Criminology, Penal Law/Penology, Research Methods.

Christy Shucksmith-Wesley LLB, LLM (Sheffield), MA, PhD (Nottingham)
International Disaster Law, Trusts.

Judith Skillen BA (hons) (Cambridge), LLM (Queen’s Belfast)

Klara Van der Ploeg BA, MA (Masaryk), LLM (Michigan) PhD (Geneva)
Tort, International Dispute Settlement

Ping Wang LLB (Beijing, China), LLM (Nottingham)

Qianlan Wu, BA (Beijing), MA (Chinese Academy of Social Sciences), LLM (Edinburgh), PhD (LSE)
International Competition Laws, Competition regulation, China and Chinese Law and Market Governance

**Teaching Associates**

Timothy Masiko, LLB (Hons) (Uganda), MSc (Lund), PhD (Nottingham)
**Principal Research Fellow**

Vicky Kemp MPhil, PhD (Cantab)
Access to Justice, Law and Technology, the Criminal Process, Youth Justice, Clinical Legal Education, Discretion in Legal decision-making and research methods.

**Research Fellow**

Catherine Appleton BA (hons), MPhil (Cantab), DPhil (Oxon).

**HRLC Research Fellow**

Carla Buckley BSW (UNSW) LLB (UNSW) LLM (Cantab)