



Job title	In-house Commercial Lawyer	Job family and level	Administrative, Professional and Managerial Level 5
School/ Department	Legal Services, Registrar's Department	Location	Nottingham Campus(es)

Purpose of role

To provide in-house commercial legal advice to service a consistent and growing need for expert legal support in this area. The Legal Services commercial lawyers advise on and draft a wide range of agreements such as agreements for goods and services, academic and teaching collaborations, joint ventures, and major projects. The role will also include advice in relation to other non-contentious legal advice such as intellectual property, public procurement, subsidy control, construction contracts and governance (where prior experience is an advantage but not essential when applying for this role).

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>To provide expert, quality, expedient and effective legal advice and services on commercial legal matters and non-contentious areas of legal practice with minimal supervision. This will include:</p> <ul style="list-style-type: none"> • drafting, negotiating, and advising on a wide range of commercial agreements • providing specialist legal advice on a wide range of complex legal issues relating to contracts, including intellectual property and overseas collaborations • providing detailed analysis and assessment of key commercial law issues across the University and the implications for University Schools/Departments. • identifying where there is a need for change and development and taking pro-active steps to address any necessary changes to policies and procedures. • maintaining and developing standard form documentation where required • establishing credibility with key stakeholders across the University. 	75 %
2	<ul style="list-style-type: none"> • To provide tailored training and updates on commercial legal matters to colleagues dealing in commercial matters and to key stakeholders. 	5 %

3	To support the Senior Commercial lawyers and Director of Commercial Legal Services as required and, in so doing, to represent the service at senior levels within the University and the wider community. If required, to act as the gatekeeper for external commercial instructions to panel firms and instruct and manage external panel lawyers and counsel.	10%
4	To keep abreast of current and emerging developments in the field of expertise, in both the education sector and in business, that may be used to enhance efficiency and service provision. To consult with service users to establish service requirements, standards, and practices, and to evaluate existing service provision.	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Demonstrable knowledge of and experience in commercial law and contracts ▪ Client service and management ▪ Ability to communicate complex legal information effectively and professionally to managers, colleagues, and stakeholders. ▪ Demonstrable knowledge of and experience in drafting and negotiating and advising on a wide range of commercial agreements, identifying risks and opportunities in a timely and practical way. ▪ The ability to develop expertise in complementary areas of legal practice. ▪ The ability to effectively instruct and manage external panel lawyers and counsel. ▪ Self-motivated, able to work independently on own initiative and as part of a team as required. ▪ Effectively prioritise workload and work to time pressures. ▪ Well-developed IT skills including use of Microsoft Office, internet, email, and electronic diary. ▪ Attention to detail and excellent oral and written communication skills 	<ul style="list-style-type: none"> • Experience in public procurement law • Experience in IT contracts and related legal issues and practice • Experience in I.P. legal issues • Knowledge of corporate legal issues and practice • Knowledge of legal issues in the Higher Education Sector • Experience in writing and delivering training. • Experience in supervising junior lawyers and paralegals/ trainees
Knowledge and experience	<ul style="list-style-type: none"> • Experience working as a commercial lawyer with a successful track record. • Experience of working with and influencing stakeholders and management 	<ul style="list-style-type: none"> • Experience of managing complex commercial legal matters • Working in a large organisation with several key stakeholders • Experience of developing innovative solutions
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Solicitor or Barrister practicing in-house or in private practice, with a good first degree or equivalent in Law 	
Statutory, legal or special requirements	Solicitor or Barrister with current Practising Certificate/Bar Registration in England and Wales	



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

