



Job title	Senior Lawyer (Commercial)	Job family and level	Administrative, Professional and Managerial Level 6
School/ Department	Legal Services	Location	University Park Campus / Hybrid

Purpose of role

To work within the Legal Services team as a senior commercial lawyer. The role-holder will provide commercial legal services and be the lead legal advisor and in-house point of contact for commercial law-related advice as part of the Legal Services team. 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. This senior role includes a high degree of autonomy and responsibility, requiring the ability to work without supervision on technical legal matters and with direct accountability to the internal client. The role involves the ability to advise and work with key stakeholders on the full range of commercial law matters and to deputise as required for the Deputy Director of Legal Services.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Provide dedicated expert legal support and leadership: To provide expert legal advice and services on commercial legal matters and complimentary and non-contentious areas of legal practice. This will include: ▪ Drafting, negotiating, and advising on a wide range of commercial agreements, in particular those that are the most complex. ▪ Providing specialist legal advice on a wide range of complex legal issues, including procurement, IT contracts and legal input where there are contract performance issues. ▪ Providing detailed analysis and assessment of key commercial law issues across the University and the implications for University Schools/Departments. ▪ Tailored training, updates and guidance on commercial and information law matters to key stakeholders and managers. ▪ Be the lead legal advisor, as required, on projects which are complex and significant in terms of time and financial resources. ▪ Be the lead legal advisor and main point of contact for legal advice in respect of information law. ▪ Provide expert senior level contribution in relation to strategic initiatives across the University in a legal context;	80%

2	Line Management To line manage and support the Lawyers within their structure, as well as sharing the supervision and mentoring of junior colleagues within the team on relevant matters.	10%
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3	Planning, Organising and Service Support The role-holder will: ▪ Keep abreast of current and emerging developments in the field of expertise. ▪ Identify and lead opportunities with the Head of Legal Operations for continuous improvement of the service, including developing and updating precedents, policies, training and procedures. ▪ Together with the Director and Deputy Director of Legal Services, consult with legal service users to establish service requirements, standards, and practices, evaluate existing service provision and formulate and implement working practices to improve the service. ▪ As required, produce service management reports for the Director/Deputy Director of Legal Services and/or key stakeholders.	5%
4	General Any other duties appropriate to the grade and seniority of the role, including: ▪ Deputising for the Director of Legal Services on commercial legal instructions as required. ▪ Managing any necessary external instructions to external panel lawyers and counsel on commercial and information legal matters. ▪ Establish and maintain credibility with key stakeholders across the University. Whilst the principal area of focus will be commercial law matters, the role-holder will also be called on to provide assistance as part of the Legal Services team on other matters from time-to-time as appropriate.	5%

Person specification

	Essential	Desirable
Skills	▪ Proven expertise in commercial law. ▪ Highly professional and responsive approach to client service and management and contribution to the Legal Services team ▪ Ability to effectively communicate complex legal information at a senior level and to all colleagues and stakeholders. ▪ Highly competent in drafting, negotiating commercial contracts and advising on complex matters. ▪ 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 and as a supportive and senior member of a team. ▪ Ability to manage own work without supervision, manage priorities and time pressures. ▪ Well-developed IT skills including use of Microsoft Office, internet, email and electronic diary. ▪ Excellent oral and written communication skills	▪ Proven record in being the lead legal advisor in projects that include working with multidisciplinary leads. ▪ Proven ability in writing and delivering training
Knowledge and experience	▪ Senior lawyer practising in commercial law. ▪ Significant experience in drafting/ advising on commercial law and contracts. ▪ Experience of working with and influencing stakeholders and management ▪ Experience of working successfully within a team ▪ Experience in information law, in the context of advising on commercial law and drafting commercial agreements.	▪ Experience in information law ▪ Experience of drafting/advising on data sharing and transfer agreements, privacy impact assessments, and subject access requests. ▪ Experience of corporate support and governance ▪ Experience of dealing with disputes and infringement action relating to the misuse of electronic communications and social media platforms. ▪ Experience of drafting and advising on IT contracts ▪ Experience of drafting and advising on I.P. matters ▪ Experience of cross-border transactional work

		▪ Experience of advising on consumer legislation ▪ Knowledge of the Higher Education Sector
Qualifications, certification and training (relevant to role)	▪ Solicitor or Barrister practicing in-house or in private practice, with a good first degree or equivalent	
Statutory, legal or special requirements	▪ Solicitor or Barrister with current Practising Certificate/Bar Registration	

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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	Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.
Taking ownership	Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.
Forward thinking	Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition
Professional pride	Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.
Always inclusive	Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

Key relationships with others



