

Job title	Senior Lawyer (Regulatory and Contentious)	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 lawyer. the role-holder will provide legal advice on contentious, regulatory and student-related matters and be the lead legal advisor and in-house point of contact for such areas. The Regulatory and Contentious lawyers advice on a range of student and commercial contentious matters, issues of consumer law compliance, OfS compliance and public law. 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 contentious and regulatory legal matters and to deputise for 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 Regulatory and Contentious legal matters and complimentary and non-contentious areas of legal practice. This will include: ▪ Drafting, researching and advising on a wide range of relevant matters, in particular those that are the most complex. ▪ Providing specialist legal advice on a wide range of complex legal issues, including OfS regulation, regulatory investigations, litigation, student and EDI matters. ▪ Providing detailed analysis and assessment of key regulatory and contentious legal issues across the University and the implications for University Schools/Departments. ▪ Tailored training, updates and guidance on relevant matters to key stakeholders and managers to mitigate against the risk of litigation or regulatory action ▪ Be the lead legal advisor, as required, on contentious matters which are complex and significant in terms of time and financial resources. ▪ Provide senior legal support to Governance and Assurance and Student Services colleagues on the University's legal and regulatory obligations. ▪ Responsible for technical advocacy and ensuring the University is appropriately represented (including the use of external lawyers) in legal proceedings to which it is a party ▪ Management reporting requiring a high level of H.E. specific experience and a senior level of technical legal competence and	80%

	practice. Dispute resolution, effective instruction of external counsel, advocacy on OIA and Fitness to Practice (or sitting as advisor to the panel), assisting with inquest evidence preparation and/or liaison with the Coroner when required and deputising for the Director or Deputy Director of Legal Services as necessary to provide University representation and advocacy at external sector meetings and events requiring legal input on student-facing policy and initiatives.	
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%
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 Deputy Director of Legal Services on Regulatory and Contentious 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 Regulatory and Contentious 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 contentious and regulatory 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 managing contentious work, strong regulatory analytical skills 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 contentious and regulatory law. ▪ Significant experience in managing complex litigation, at all stages, including setting litigation strategy, managing witnesses and their statements, engaging in settlement negotiations and managing hearings. ▪ Experience of working with and influencing stakeholders and management ▪ Experience of working successfully within a team ▪ Well developed risk analysis	▪ Experience of working in the higher education and an understanding of the higher education regulatory framework ▪ 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 advising on consumer Legislation ▪ Understanding of charities law and trustees duties

	skills in the content of mitigating emerging risks and advising on the pros and cons of action or inaction in a given circumstance	
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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	



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

