

## **Assistant Solicitor**

**Job Ref: REQ190382**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### **Department Summary**

#### **Legal Services, Vice-Chancellors Office**

It is an exciting time to join Loughborough University, as it has been named the Times and Sunday Times University of the Year. From both our 440 acre campus in the heart of Leicestershire and our postgraduate London campus on Queen Elizabeth Park, the University is enjoying a time of unprecedented achievement. Our distinctive approach to recruiting, retaining and developing the very best people, in a time of change and challenge within the sector, is helping to create the right team to support us to achieve even more.

Loughborough University's ambition is to maintain its status as a world leading Higher Education institution across teaching, research and enterprise, but that doesn't mean standing still. To support this ambition, the University has created a Legal Services team to provide high quality, pragmatic and focussed commercial legal support.

As part of the Vice-Chancellor's Office, the Legal Services team will be a key part of the University's professional support to Research and Enterprise activities. The Legal Services team works closely with our academics and key industrial partners contributing to significant corporate projects, supporting Loughborough's sporting activities and working with our Facilities Management and Property Office colleagues across both campuses. As a founding member of Legal Services, the successful candidate will be in a unique position to influence the development of the team and help build the Legal Services team's reputation as a trusted and valued part of the University.

### **Job Description**

#### **Job Grade: Grade 6 Management and Specialist**

#### **Job Purpose**

Loughborough University is an award winning Higher Education institution, with a world-renowned reputation in many of our areas of research including engineering, sport and science.

As a key member of the Legal Services Team, the postholder will be required to provide timely, outcomes focussed and commercially astute contracts, intellectual property and commercial legal advice to support the breadth of activity undertaken at the University. The postholder will have particular focus on Research and Enterprise related contracts, but will provide support on the range of activities, including on Property and Construction matters.

Working across all of Legal Services, the postholder will help secure the effective and efficient delivery of legal support to the University.

This post would suit a newly qualified Solicitor or a Solicitor looking to change specialism.

## **Job Duties**

- To provide advice on legal matters relating to intellectual property and commercial relationships across a wide range of academic disciplines.
- To employ a creative approach to contract negotiation, in order to unlock ways forward that achieve academic goals at the same time as controlling risk for the University.
- To provide advice on, negotiate, draft and review a range of common research and enterprise agreements, including consultancy agreements, NDAs, student project and placement agreements with the private, public and third sectors
- To provide support to senior members of the Legal Services team in handling complex, multi party contractual arrangements.
- To assist the Head of Legal Services in implementing local and organisation wide policies and procedures around contracts, agreements and intellectual property matters, including the provisions of training to colleagues across the University.
- To contribute to the management of relationships with external and internal stakeholders by being professional and approachable at all times, while having firm conversations where appropriate.
- To assist in implementing and developing processes to ensure appropriate record keeping of contractual obligations across professional support activities and schools.
- To work supportively and collaboratively with colleagues across the University.
- To open and manage case files in accordance with relevant office procedures.
- To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

## **Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

## **Special Conditions**

This role will require occasional travel away from the University to visit external partners, or funding bodies.

Some flexibility in working hours may be required from time to time in order to meet external deadlines.

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

## **Organisational Responsibility**

Reports to the Solicitor (Contracts and Commercial).

Close working is required with members of staff at all levels across the University and the post holder is required to work closely with all members of the Legal Services Team.

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Experience of contracts negotiation and drafting.	
	Demonstrable ability to handle a high volume and complex workload with minimal supervision under time pressure.	
Skills and abilities	Knowledge of basic contract structures.	
	Strong contract negotiation skills.	
	Ability to evaluate project risks and escalate appropriately internally.	
	Ability to provide practical, pragmatic and outcomes focussed legal advice.	
	Excellent written and verbal communication skills, with strong attention to detail.	
	Strong interpersonal and persuasion skills.	
	Strong numeracy skills.	
	Ability to work effectively with other members of the Legal Services Team and more broadly across the University.	
	Ability to work to deadlines and under pressure.	
	Self-motivated, with an ability to work independently with minimal supervision.	
Training	Self-motivated approach to undertaking further training and professional development as appropriate.	
Qualifications	Qualified Solicitor, Fellow of Cilex or equivalent experience	
Other		

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience in a similar role within a Higher Education Institution	
Skills and abilities	Understanding of issues around intellectual property	
	Understanding of issues around leasehold or freehold property	
	Understanding of issues around company law	
Qualifications		

## Conditions of Service

The position is full time and open ended. Salary will be on Management and Speciality job family grade 6, £30,395 to £39,609 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Applications

The closing date for receipt of applications is **2<sup>nd</sup> June 2019**. Interviews will be held on **4<sup>th</sup> July 2019**.