

## Solicitor (Property and Construction)

**Job Ref: REQ190383**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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 7 Management and Specialist

#### Job Purpose

Loughborough University's East Midlands campus is the largest single campus University in England. Delivery of our University strategy requires working in partnership with a wide range of external organisations across the University's activities, including teaching, research, enterprise and sport. Many of these are stakeholders in the University's East Midlands and London campuses and form a diverse range of organisations including sports governing bodies, public sector bodies and local, national and international companies. Notably, the University's Science and Enterprise Park, including Sport Park, brings in many interesting tenants and stakeholders. Together, this generates a stimulating and varied workload of property and construction legal work.

As the in-house Property and Construction specialist and a new role at the University, the postholder will be in a unique position to lay the foundations for successful in-house service provision to the University for years to come. Working with the University's most senior lawyer and with operational colleagues in Estates and Facilities Management, the postholder will be required to provide timely, outcomes focussed and commercially astute property and construction

legal advice to support the development and management of our property holdings, tenants and licencees. In parallel, the post holder will establish robust processes, precedents and record keeping for legal documents in support of colleagues in Estates and Facilities Management.

Loughborough University's Science and Enterprise Park continues to grow and is currently home to more than 75 organisations and over 2,200 people. The unique location next to the M1, excellent public transport links to the north and south, combined with its situation within the Loughborough and Leicester Science and Innovation Enterprise Zone, provides great potential for a range of stimulating legal work in support of LUSEP's development.

As this is a new post, the successful candidate will work closely with the University's external legal advisors who are currently providing property and construction support, to reduce our reliance on external support over a period of 1-2 years. Adopting a co-sourcing approach to secure transfer of their knowledge of the University's property interests, the successful candidate will be required to spend some time working alongside the University's external legal advisors at the Loughborough and London campuses and in their offices in the East Midlands and London.

### **Job Duties**

- To be the University's lead legal advisor for transactional and contentious property and construction matters, providing expertise in these and related areas.
- To provide clear, timely and pragmatic legal advice on freehold and leasehold property matters relating to the University's campuses in Loughborough and London.
- To provide clear, timely and pragmatic legal advice on construction matters.
- To provide clear, unambiguous drafting of leasehold and freehold property documentation, as well as construction contracts, including NEC3 and JCT standard forms.
- To draft and maintain relevant precedent landlord and tenant and construction documentation, including providing training to colleagues on their use.
- To work closely with Estates and Facilities Management colleagues to ensure a joined-up service of practical and legal advice to the University's senior management on property and construction matters.
- To work with Estates and Facilities Management colleagues to develop relevant policies, systems and processes for proper record keeping of documentation relating to the University's interests in land.
- To engage and effectively brief external legal advisors, where specialist additional knowledge is required.
- To maintain up to date professional knowledge relating to relevant legal, contracts and property matters.
- To work and advise within established University policies and procedures.
- To provide support to the Head of Legal Services and work as a key member of the Legal Services Team.

### **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 Head of Legal Services.

Close working is required with other senior members of staff including the Chief Operating Officer, University Surveyor, Director of Estates and Facilities Management and other professional service leads.

## 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	Substantial experience of property related contracts negotiation and drafting.	1,2,3
	Substantial experience of construction related contracts negotiation and drafting, including standard form contracts (include NEC3 and JCT).	11,2,3
	Experience of concluding contractual arrangements with a wide range of external organisations in both the public and private sectors.	1,2,3
	Experience of advising on contentious and non-contentious property and construction matters.	1,2,3
	A proven track record of working closely with other professionals (e.g. Surveyors) to deliver agreed outcomes.	1,2,3
Skills and abilities	A strong understanding of property law, covering both freehold and leasehold matters.	1,2,3
	A thorough understanding of contract law and considerations relating to construction.	1,2,3
	An ability to negotiate confidently and creatively with external bodies to achieve good outcomes for both parties.	1,3
	Excellent written and verbal communication skills.	1,2,3
	A good understanding of charity and company governance structures, and the implications for contracting.	1,3
	An ability to distil complex legal and regulatory matters and communicate those to a range of audiences, including technical specialists and senior management.	1,2,3
	An ability to provide practical, pragmatic and outcomes focussed legal advice.	1,3
	Ability to manage commercial risks through contractual frameworks, and to troubleshoot when difficulties occur.	1,3
	The ability to work effectively as a team with other members of the Legal Services Team, Estates and Facilities Management Team and more broadly across the University.	1,2,3

	Ability to influence and persuade at all levels within the University and externally.	1,3
	Ability to work independently with minimal supervision and to tight deadlines.	1,3
Training	A self-motivated approach to professional updating, with evidence of regular, relevant CPD activities.	1,3
Qualifications	Qualified Solicitor, Fellow of Cilex or equivalent experience	1
Other		

### Desirable Criteria

Area	Criteria	Stage
Experience	Significant experience in a similar role within a HEI or the public sector.	1,2,3
	Experience of maintaining property related records system	1,3
Skills and abilities	A basic understanding of Public Procurement law would be an advantage.	1,3
Qualifications		

### Conditions of Service

The position is full time and open-ended. Salary will be on Management and Specialist Grade 7, at £40,792 to £48,677 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.

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 **Sunday 2<sup>nd</sup> June 2019**. Interviews will be held on **Friday 28<sup>th</sup> June 2019**.