

## Solicitor (Contracts and Commercial)

REQ190687

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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 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 member of the Legal Services Team, the postholder will be required to provide timely, outcomes focussed and senior commercially astute contracts, company, 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 activities, including working in support of the University's Spin-Out agenda, growing Degree Apprenticeship Programmes and consultancy through our subsidiary Loughborough University Enterprises Limited. In parallel, the post holder will work with the Head of Legal Services to ensure departmental and University-wide policies and procedures are robust, efficient and client focussed.

Working closely with the University's external legal advisors where necessary, the postholder will help secure the effective and efficient delivery of legal support to the University.

## **Job Duties**

- To be a senior member of the Legal Services team, providing expertise in transactional commercial matters.
- To provide clear, timely and pragmatic legal advice on company law, including spin-outs.
- To provide, clear, timely and pragmatic legal advice on a range of complex contracts and intellectual property law, in the context of the University's Enterprise and Research activities.
- To provide clear, unambiguous drafting of contractual and corporate documentation.
- To provide pragmatic, outcomes focussed contractual dispute resolution advice.
- To employ a creative approach to contract negotiation, in order to unlock ways forward that achieve the University's goals, while controlling risk.
- To draft and maintain relevant precedent agreements, including providing training to colleagues on their use.
- To work closely with colleagues in the Research and Enterprise Office, including our consultancy team, to ensure non-legal colleagues are equipped to manage day-to-day contracts with minimal intervention.
- 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, corporate and intellectual property matters.
- To work and advise within established University and departmental policies and procedures.
- To provide support to the Head of Legal Services and work as a key member of the Legal Services Team.
- To line manage the Assistant Solicitor.
- 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 Head of Legal Services.

Close working is required with other senior members of staff including the Chief Operating Officer, Director of Finance, Director of Research and Enterprise 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 contracts negotiation and drafting.	1,2,3
	Experience of intellectual property law.	1,2,3
	Experience of corporate law, including company formation.	1,2,3
	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 contracts matters.	1,2,3
	A proven track record of working closely with other professionals to deliver agreed outcomes.	1,2,3
Skills and abilities	A strong understanding of intellectual property law.	1,2,3
	A strong understanding of corporate law.	1,2,3
	A thorough understanding of contract law and considerations relating to Higher Education Institutions.	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 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 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

## Desirable Criteria

Area	Criteria	Stage
Experience	Significant experience in a similar role within a HEI or the public sector.	1,2,3
	Experience of advising on the establishment of spin-out or start up companies	1,3
Skills and abilities	A basic understanding of Public Procurement law would be an advantage.	1,3

## 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 Grade 6 and above 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/>