

**REQ250674**

## **Graduate Solicitor Apprentice**

### **Legal Services, Vice-Chancellor's Office**

As part of the Vice-Chancellor's Office, the Legal Services team is a key part of the University's professional support to research and innovation 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. The successful candidate will be in a position to help build the Legal Services team's reputation as a trusted and valued part of the University.

The first part of this career-graded post entails a 3-year fixed term contract during which you will complete our graduate solicitor Degree Level Apprenticeship which will support you through this new pathway to qualification by completion of the Solicitors Qualifying Exams (SQE1 and SQE2).

The apprenticeship itself is a 35-month programme, commencing in December 2025, which provides you with learning and development in order for you to qualify as a Solicitor and thereafter, subject to achieving the qualification, meeting the relevant post requirements and business need, you will move onto a permanent contract with the University and progress within the Legal Services team to a role as a qualified Solicitor. The apprenticeship includes one day each week dedicated to off-the-job study with Barbri and Damar Training, with the four remaining days dedicated to gaining your required work-based experience as part of the University's Legal Services team.

The Legal Services team is proud to have been awarded the Association of University Practitioners Award for Collaboration and Innovation in 2025, Highly Commended for Community Contribution in 2024, Highly Commended in the Law Society Excellence in Law Awards 2021 and a finalist in the LexisNexis Legal Awards 2022.

### **Job Description**

**Job Grade: AD5 (career graded post) – 3-year fixed term post**

### **Job Purpose**

To provide timely, outcomes focussed and commercially astute contracts, intellectual property, property and commercial legal advice to support the breadth of activity undertaken at the University, with a particular focus on those relationships with external organisations in support of our research, innovation and teaching activities.

Working across all of Legal Services, the postholder will help secure the effective and efficient delivery of legal support to the University. They will provide concise legal advice, draft legal documents to a high standard, communicate clearly in verbal and written mediums with everyone the team engages with and negotiate confidently and creatively on behalf of the University.

To undertake a Graduate Solicitor Apprenticeship to qualify as a Solicitor, to the benefit of the institution, matching the level of knowledge and responsibility expected from a developing lawyer at each stage of their study and experience, with an appropriate and reasonable level of accountability and financial reward.

## **Job Duties**

### **Helping meet the University's known legal needs:**

- Managing a case load of straightforward agreements (in particular student placement, student project and non-disclosure agreements) and legal advice files, under the supervision of a qualified member of the team. Being responsible for running supporting projects which enhance the Legal Services' teams operations.
- Responding promptly, politely and in plain English to internal and external stakeholders, in pursuance of case work and ad hoc queries.
- Working in support of all members of the team as and when required on legal case work or other tasks.
- Assisting in the development and maintenance of professional relationships with stakeholders across the University, representing Legal Services in the best possible light.
- Supporting productive relationships with external organisations, representing the University in the best possible light, communicating clearly and professionally, in pursuance of case work and ad hoc queries.
- Using case work as a learning opportunity and taking sufficient time to understand and apply that understanding to the tasks at hand.
- Developing an operational understanding of the University's structures and the roles and responsibilities of different teams that come to Legal Services for support or that we work with.

### **Helping to identify and manage unmet legal need**

- Developing an understanding of the different legal regimes and regulatory requirements which affect the operation of the University.
- Developing an understanding of the University's approach to Change Management and systems thinking.
- Immediately escalating any complaints or threats of litigation against the University.
- Seeking to identify practical solutions to legal challenges in case work.

### **Helping to manage the University's legal risk environment**

- Attending meetings with colleagues to provide support on an ad-hoc basis and appropriately documenting discussions and actions agreed.
- Managing own workload in accordance with agreed timescales and ensuring case work is managed in line with office procedures.
- Managing caseload and liaising with supervisor/colleague as to its suitability relevant to level of experience and training. Requesting support where needed.
- Assisting in the production of reports, analysis and presentations in order to provide clear and useful information about the work of Legal Services.
- Ensuring the practical implications of issues as they arise in case work are identified, as well as the legal issues and appropriately advised on.
- Developing an understanding of the University's different obligations to staff, students and external organisations and ensuring it is reflected in case work.
- Supporting projects run by or supported by the team outside of core case work.
- Developing a good relationship with external lawyers, understanding what types of work are outsourced and liaising with them as required.

### **Sharing our knowledge with colleagues**

- Assisting in the production and delivery of training courses and self-help materials to support non-legal colleagues to self-serve on common legal issues.

- Actively directing colleagues to our self-service resources where available to answer common legal queries and triage queries which cannot be answered to members of the team
- Working with non-legal colleagues to determine the legal and commercial elements to a request for support, using simple language and escalating where appropriate.

## Learning and Development

- Committing to the Solicitor Apprenticeship Programme, ultimately completing the SQE1 and 2 and demonstrating to the SRA fitness to qualify.
- Open and manage case files in accordance with office procedures and comply with University and team policies.
- Attend any mandatory training as part of induction and on an ongoing basis as may be required.
- Undertake any other duties of a similar nature that may be assigned from time-to-time, to ensure the continuity of an effective legal service as provided by the Legal Services team.

## Our Values

All members of Legal Services must demonstrate alignment with the team's values through appropriate professional behaviours and conduct. Our shared values are:

- We act in the University's best interests – we are focussed on securing the right outcome for the University
- We are open, honest and transparent – we will be clear with others why we are advising a particular course of action and why we cannot take other courses of action
- We are clear, collegiate and supportive – we will foster good working relationships with colleagues, support the University's objectives, contribute to the development needs of others and support colleagues to understand sometimes complex legal issues
- We conduct ourselves with integrity – we will be consistent in our dealings with colleagues, embrace our position as legal experts with pride or arrogance. We recognise we represent not only the University, but the Legal profession as a whole.
- We believe in the value of inclusivity – we believe everyone has a right to live free of discrimination and abuse. We understand our responsibilities as colleagues in the University's commitment to equity, diversity and inclusion.
- We believe in supporting people to achieve their potential – we rigorously recruit and focus on the development of our team members, to help them be the best they can be. We also support other colleagues to learn and develop through the resources we provide.

## 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.

As stated, subject to achieving the qualification and meeting the relevant post requirements, there will be an opportunity for the successful candidate to move onto a permanent contract with the University and progress within the Legal Services team to a role as a newly qualified solicitor. A full job description and person specification for this qualified position is available on request.

The university is committed to allowing its employees to work dynamically with a combination of working on campus and remotely, where possible. This role has been identified as a role that could work dynamically and if successful your manager will discuss these informal arrangements with you. Legal Services attends on campus as required by business need, but it is expected that the post holder will spend more time working in person with colleagues at the beginning of their apprenticeship programme, than as they progress.

## **Special Conditions**

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 are expected to uphold and actively contribute to the [University's commitment to Equity, Diversity, and Inclusion](#), ensuring that all duties are carried out in alignment with this commitment.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Belonging and Inclusion.

## **Organisational Responsibility**

Reports to the Senior Solicitor.

Close working is required with all other members of the Legal Services team, as well as senior members of staff including the Chief Operating Officer, Director of Finance, Director of Research and Innovation and other professional service lead and operational colleagues across the University.

## 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. **All criteria are essential unless expressly stated otherwise.**

Stages of assessment are as follows:

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

- A qualifying Law Degree or Graduate Diploma in Law.
- An interest in a career in law in Higher Education, and an awareness of the requirements of the profession
- Desirable: Previous experience of working in a legal based role would be advantageous
- An ability to work collaboratively to resolve or explain complex problems.
- Good organisational skills, logical approach with good attention to detail and the ability to work to tight deadlines
- Ability to build and maintain strong relationships, as well as the ability to communicate complex concepts to non-specialists
- Ability to work effectively with other members of the Legal Services team and more broadly across the University.
- Excellent analytical and problem-solving skills and the ability to pro-actively respond to issues as they arise.
- A desire to study a legal qualification and a demonstrable commitment to achieving qualification and compliance with the requirements of a training contract
- Willingness to attend all compulsory induction activities as specified by the University and adherence to University policies regarding equal opportunities.

## Conditions of Service

Salary will be on Grade 5 for the Graduate Solicitor Apprentice level progressing to Management and Specialist Grade 6 on achieving qualification, performance milestones and admission to the roll of Solicitors. Starting salary will be £29,179 per annum

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

## Our Accreditations



We 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.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared themselves with a disability, provided they meet the essential criteria for a role. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.

**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.**