

Appointment of

Director of Legal Services



Loughborough
University

Welcome

Welcome, and thank you for your interest in joining Loughborough University.

In a competitive higher education landscape, Loughborough stands out for its distinctive blend of world-class research, an exceptional student experience, global sporting excellence, and a strong culture of enterprise and innovation. With campuses in the East Midlands and on the Queen Elizabeth Olympic Park in London, our reach is broad and ambitious.

The Director of Legal Services is a key leadership role within our Professional Services, with university-wide influence, providing expert advice and guidance across a wide range of legal, regulatory, and governance matters. You will be instrumental in supporting the delivery of our University Strategy, *Creating Better Futures. Together.* lboro.ac.uk/strategy

This role offers the opportunity to shape and lead our Legal Services function, ensuring it is strategically aligned, operationally effective, and embedded as a trusted partner across the University. You will work closely with senior leaders across the university, providing expert legal guidance and helping to navigate the complex regulatory and governance landscape in which we operate.

We are looking for someone who brings strategic vision, strong intellect and a collaborative style. You will be supported by a talented team and a university culture that values professionalism, innovation, and inclusivity.

We're excited about the future and the role you could play in it. If you share our ambition and values, we would be delighted to receive your application.



A handwritten signature in black ink that reads "Richard Taylor". The signature is stylized with a large, sweeping underline.

Richard Taylor
Chief Operating Officer



About Loughborough University

Loughborough is an exceptional university. During uncertain times for higher education, and whilst others scramble for the safety of the pack, we are proud to be different. The combination of our excellent student experience, enterprising outlook, world class research and unparalleled sporting success gives rise to something that's truly special and distinctive amongst the UK's universities.

It's not just what we do that makes Loughborough special, it's our focus and our spirit. We are deeply competitive but committed to partnership working. We are determined to succeed and to motivate everyone to be the best they can be.

Loughborough's sense of community runs deep: it's in our DNA. We value our unique identity and our sector-leading work on diversity and inclusion. We are hugely successful and unafraid of innovation; a learning organisation that pushes boundaries.

Our origins in 1909, as one of the UK's foremost technical institutes focused on meeting society's needs, set in train an ethos that is still evident. Today the #LboroFamily comprises over 3,500 colleagues and more than 19,400 students. We are overwhelmingly proud of them and all they achieve. From our 523-acre campus in the East Midlands and our London campus at the Queen Elizabeth Olympic Park, we operate an endeavour with an annual turnover of more than £325m.

Our strategic aims

Ambitious research and innovation

At Loughborough we think differently: we challenge convention, solve problems and take action. Through our research and innovation we are finding answers, discovering the things that matter and adding to knowledge, creating positive change across society.

Sector leading education and student experience

We provide our students with an exceptional learning environment that offers outstanding, innovative teaching, opportunities to contribute to pioneering research, and options to maximise their business potential. Working with Loughborough Students' Union, we offer the best possible all-round experience, providing our students with a wide range of opportunities that enable them to achieve their full potential, professionally and personally as well as academically.

A history of sporting excellence

We are proud of our hard-earned global reputation for sport. From elite-level athletes to trying to keep fit, we ensure that everyone at the University can enjoy sport regardless of ability or interest. Through world-leading coaching, outstanding student experiences, state of the art facilities and superb events, we create an inclusive, positive and life-shaping sporting experience for all.

International engagement and impact

We are establishing a compelling international profile and reputation, built on our distinctive strengths. We are valued for the relevance and impact of our research and for our important contribution as an international partner. Coupled with our sporting expertise, outstanding education and vibrant student experience, this engagement is helping us to build a community of committed alumni and advocates across the world.

An equitable, diverse and inclusive environment

Our campuses are home to a diverse body of people with different perspectives, values and attitudes. We are working to create an inclusive environment where such differences are shared and valued; where all individuals can reach their full potential regardless of their background.

Extensive global partnerships

Strong partnerships and collaborations are central to everything we do. We work with organisations around the world to drive innovation, boost performance and meet current and future challenges.

Legal services at Loughborough University

About the team

As part of the Vice-Chancellor's Office, the Legal Services team is a key part of the University's professional support. The team works closely with our academics, professional services teams, 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 Legal Services team is proud to have been Highly Commended in the Law Society Excellence in Law Awards 2021, the Association of University Legal Practitioners Awards 2024, and a finalist in the LexisNexis Legal Awards 2022. In 2025, the team won the Collaboration and Innovation Award and was home to the winner of the Rising Star Award in the Association of University Legal Practitioners Awards.

The Legal Services team is proud to be a member of and to play an active part in the Association of University Legal Practitioners. aulp.ac.uk

Team Values

Legal Services at Loughborough University is more than a support function, we're a strategic partner across the institution. As a small, agile team, we focus on high-impact work by empowering colleagues to self-serve on routine matters. We make legal guidance accessible, mentoring staff to confidently manage contracts and common issues.

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 without 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.

Awards

"The Loughborough University Legal Services team has created an innovative and collaborative training programme and community of practice for colleagues dealing with contracts in their roles. Through a mix of self-study, skills based training and a wealth of self-service resources, the team of six have maximised their impact on the University, meaningfully de-risking activities and supporting colleagues' wellbeing and professional development. The approach contributes to managing workloads within the team, allowing a more surgical deployment of legal resource and a greater confidence in the relationship between lawyer and client."

Extract from the Association of University Legal Practitioners Awards 2025 for Collaboration and Innovation, awarded to Loughborough University Legal Services



Finalists of

LexisNexis

Legal Awards 2022

Our people

Loughborough University is a place for risk-takers. For those with the imagination and creative zeal to face and overcome challenge. The determination to work hard in pursuit of critical, incremental advances. It's a mindset that endures long past graduation, and nurtures a worldwide community united by the understanding that better isn't born, it's earned.

Our students

Student numbers 2023/24 UK/EU and international

Undergraduate	15,200
Postgraduate taught	2,600
Postgraduate research	1,250
Further education	150
Other (including temporary exchange and staff research)	300

Our alumni

Loughborough University has a global community of 200,000 graduates.

£6 million has been donated by alumni and friends of the University over the last three years.



48,000

applications were made for around 6,000 undergraduate and postgraduate taught places in 2023/24



19,500

students from 130 different countries



3,500

of our students on campus are international

Our staff

Staff numbers (December 2023)

Administrative, management and specialist staff	1,400
Researching, teaching, enterprise, specialist and supporting academic staff	1,400
Operational and technical staff	1,000

We have 3,800 members of staff. 20% of whom are international.



3,800

staff, Loughborough's
biggest employer



We have received the
**Race Equality Charter
Bronze Award**
that recognises we are beginning
our journey to advance race equality

Our collaborations

The University works with organisations worldwide, exchanging knowledge to drive innovation, boost performance and meet current and future challenges.

Loughborough's strategic partners include:

adidas

volume.lboro.ac.uk/
[winning-its-all-about-teamwork](https://winning-its-all-about-teamwork.com/)

Joseph Rowntree Foundation

lboro.ac.uk/research/crsp

Caterpillar Innovation and Research Centre

lboro.ac.uk/caterpillar-irc

Leicester Biomedical Research Centre

leicesterbrc.nihr.ac.uk

National Centre for Sport and Exercise Medicine

ncsem-em.org.uk

Rolls-Royce University Technology Centre

lboro.ac.uk/rolls-royce-utc

SportPark

LUSEP.co.uk/sport-park

The Manufacturing Technology Centre (MTC)

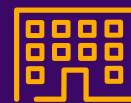
the-mtc.org

National Football League Academy

nflacademy.com

West Ham United Women

whufc.com



90

tenant partners
are based on
Loughborough University
Science and Enterprise Park
(LUSEP)

Our achievements

We successfully combine a world leading research endeavour with arguably the UK's best student experience. We are home to the worlds leading academic lead elite sport ecosystem, as well an outstanding estate and innovative enterprise work.



OUR LONDON CAMPUS

OPENED IN 2015
AND HOME TO 800+
POSTGRADUATES



7TH IN THE UK FOR STUDENT SATISFACTION

NATIONAL
STUDENT SURVEY
2023



LSU ACTION AWARDED QUEEN'S PLATINUM JUBILEE AWARD

FOR SUPPORTING LOCAL
COMMUNITY (2022)



BRITISH UNIVERSITY
AND COLLEGE
SPORT CHAMPIONS

**44 YEARS
IN A ROW**



TEACHING EXCELLENCE
FRAMEWORK 2023

**AWARDED GOLD
OVERALL,
GOLD FOR STUDENT
EXPERIENCE AND
GOLD FOR STUDENT
OUTCOMES**



AWARDED SEVEN QUEEN ELIZABETH PRIZES

FOR THE QUALITY OF
OUR RESEARCH



GREEN FLAG AWARDS
SINCE 2018

**ONE OF THE
NATION'S BEST
GREEN SPACES**



INTERNATIONAL
QS STARS SCHEME
2023

**FIVE STARS PLUS
INSTITUTION**

– ONE OF ONLY
20 WORLDWIDE



QS WORLD
UNIVERSITY RANKINGS
BY SUBJECT 2025

**BEST UNIVERSITY
IN THE WORLD FOR
SPORTS-RELATED
SUBJECTS**



**RAISED THROUGH
LOUGHBOROUGH
STUDENTS' UNION
RAG**



TIMES HIGHER
EDUCATION IMPACT
RANKINGS 2023

**1ST IN UK AND 15TH
GLOBALLY FOR
ADVANCING
AFFORDABLE AND
CLEAN ENERGY**



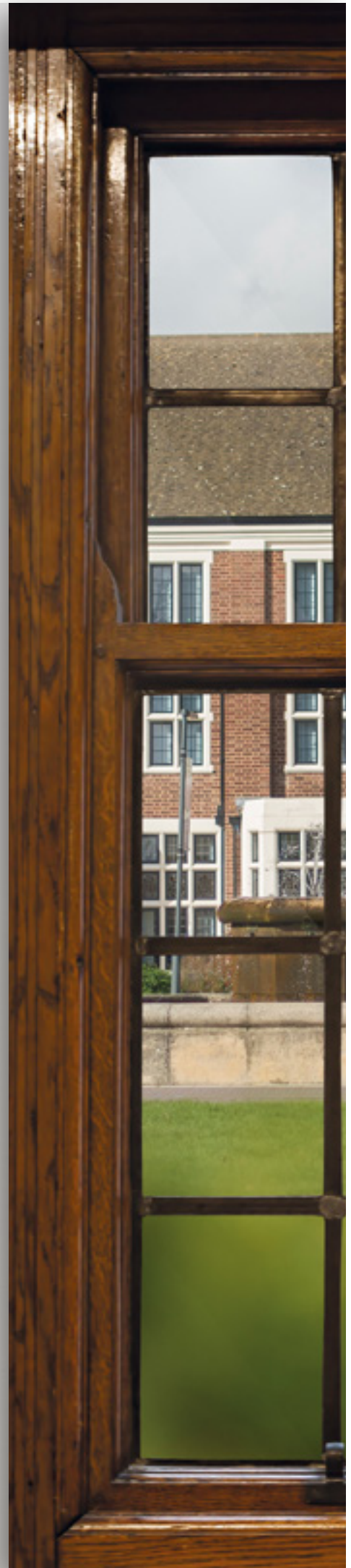
WHATUNI STUDENT
CHOICE AWARDS 2025

**3RD FOR
UNIVERSITY
FACILITIES**



THE COMPLETE
UNIVERSITY GUIDE
2026

**RANKED 7TH
OUT OF 130 UK
UNIVERSITIES**



Our staff networks

The University has a number of [staff networks](#) which enable colleagues to support each other, discuss issues within our community and wider society, and contribute to future strategic developments at the University.

Age Appreciation Group

Open to staff of any age, the group champions age diversity. The Group is currently seeking a new Chairperson to lead the development of a strategy that promotes the university as a great place to work for all ages.

Race, Ethnicity and Cultural Heritage (REACH)

The group raises awareness of race and cultural issues and is a forum to raise the profile of black and ethnic minority cultures on campus.

Staff Inclusivity Group

The Staff Inclusivity Group is committed to achieving equality for all those who work across both campuses. We aim to ensure that the University demonstrates a fair and supportive environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of disability, including mental health difficulties and neurodivergent differences.

We are proud to support our diverse community and wish to encourage and celebrate its full contribution to a University life where all colleagues are treated equally and with respect.

Part-time Staff Group

An informal support network for people who currently work flexibly or on a part time basis, or who would like to do so in the future.

LGBT+ Staff Network

The LGBT+ Staff Network encompasses staff that identify as LGBT+ and those who are allies. The Network has monthly meetings where staff highlight LGBT+-related issues, organise events and campaigns for awareness and celebration, and offer a space to ensure that LGBT+ staff are represented, supported, valued and have a structure through which they can instigate change. Our current priorities are to: work with colleagues to facilitate a systemic and structured audit of LU structures, processes and experience of LGBT+ staff (Stonewall Workplace Equality Index); implement recommendations from the audit; and create and publicised proactive policies for trans and non-binary staff.

Maia

Maia is the Loughborough University Women's Network. Maia unites women staff and Doctoral Researchers, including trans women and non-binary people comfortable in a female-centred community, across

Schools, Professional Services and Loughborough Students' Union. Maia seeks to make change happen across the University by providing an inclusive community and networking opportunities, creating meaningful, impactful events and initiatives, and delivering and advocating for change to progress gender equity at Loughborough.

International Staff Group

The network supports the development of a fair and supportive environment that provides equality of opportunity and freedom to international staff.

Working Parents and Carers' Network

For all staff who have, or who have had, parental or caring responsibilities, this network provides a forum for support, sharing experiences and raising issues relevant to working families. We are an informal group which aims to offer a community for working parents and carers, and which also seeks to influence university policies and practices which impact on our members.

Armed Forces Network Group

Open to those staff, and their family members, who have served in the Armed Forces. The University is a signatory to the Armed forces Covenant and has pledged to treat with fairness and respect those who serve or who have served in the Armed Forces, and their families. Our Armed Forces Network provides a forum and support group for staff and students who are Military Reservists, Veterans and their family members. The University promotes itself as an armed forces institution with HR policies that support the recruitment of veterans and their families. Our contribution was recognised with a Silver award in the 2021 Defence Employer Recognition Scheme.

Staff 2000 Network

The Staff 2000 Network provides opportunities for staff at grades 1-5 to have their voices heard and to raise any issues and concerns. It is facilitated by a group of committed colleagues who will offer practical help and support to staff who would like to be involved in running the network.

The Staff 2000 Network aims:

To create a network specifically for, and led by, staff in Operational, Administrative and Technical job families.

To develop better engagement, that builds trust and respect, and inspires us all.

To hear the issues and concerns of staff from these grades and an opportunity to address any concerns.

To empower you and give you space to work together and develop ideas.

Early Careers Staff Network

The Early Careers Staff Network strives to promote a

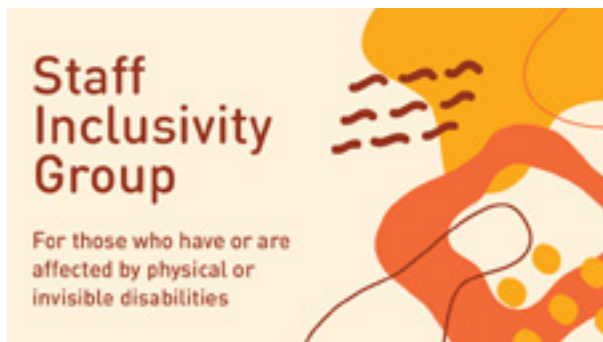
culture of ongoing professional development and support for staff members who are new to their career in higher education.

Aims of the network are to:

Provide an informal and supportive space for Early Careers staff from across the University to meet, share experiences and socialise.

Provide opportunities for members to learn from their peers, professionals in the industry and other network groups both internal and external to the University.

Signpost resources and training, development and mentoring opportunities. delivering and advocating for change to progress gender equity at Loughborough.



University governance

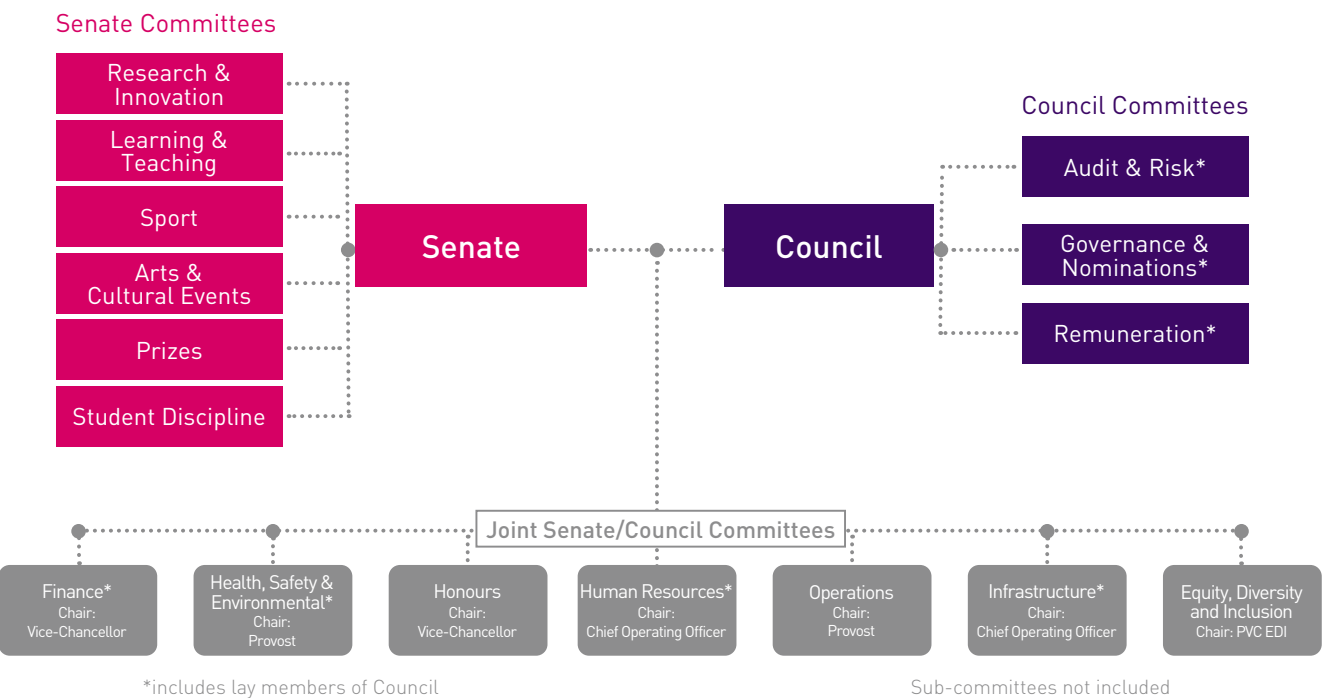
The University Senate

The University Senate is responsible for the academic work of the University, including programmes, examinations, teaching and research quality. Its membership is drawn from the University.

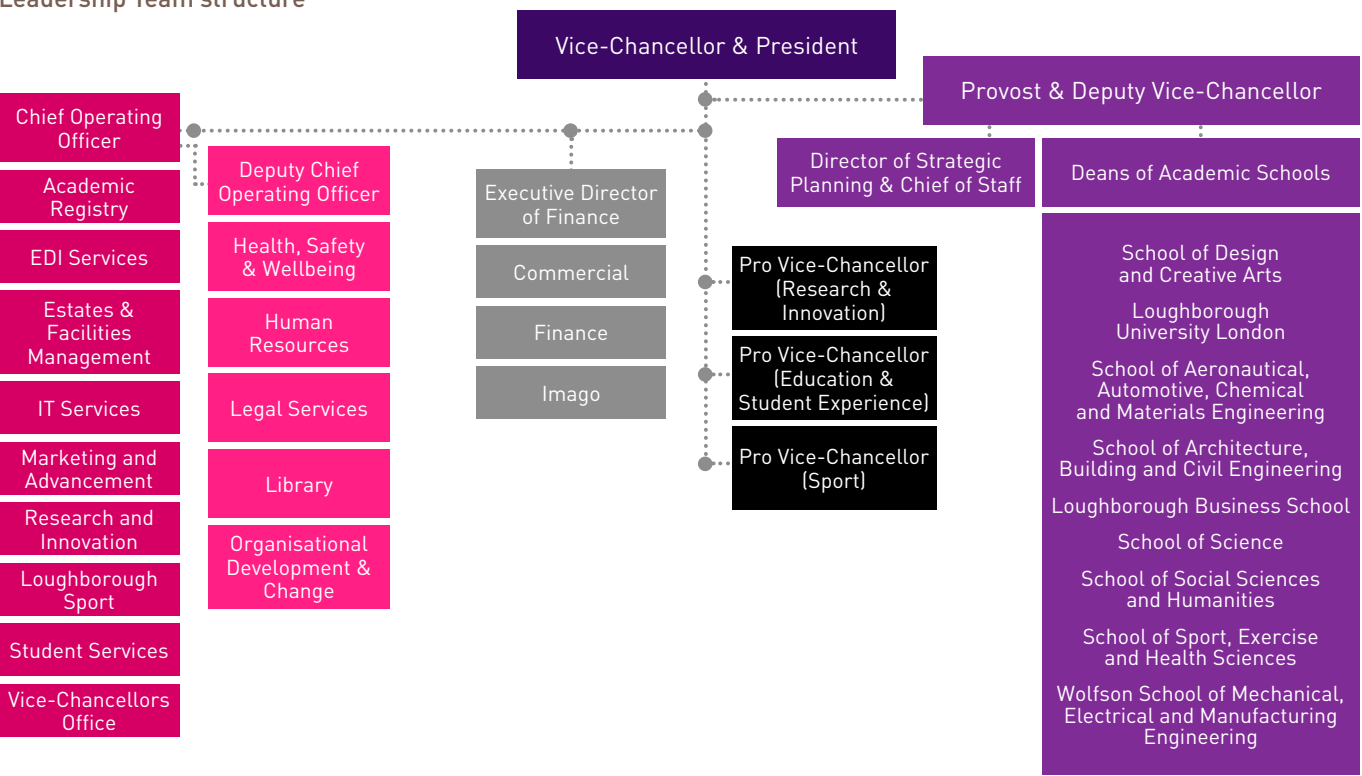
The University Council

The University Council is the governing body, responsible for the University's finances, buildings and land. It is the official employer of all staff and meets several times a year. Its Chair is the Senior Pro Chancellor, Christine Hodgson CBE.

Senate & Council structure



Leadership Team structure





The role

General Counsel and Director of Legal Services

Job Purpose

We are looking for an experienced lawyer to lead the Legal Services team, provide strategic legal advice to the University's senior management and governing body and to work with colleagues to support the University's continued success in an increasingly regulated environment.

Legal Services is a well-regarded part of the University's Professional Services and we are seeking someone able to build upon the team's excellent reputation as a trusted and valued support service.

The successful candidate will have a track record of working positively with senior stakeholders, professional colleagues and external bodies. They will be an adept communicator – being flexible in their approach, but always ensuring clarity and understanding. They will work well across organisational or team boundaries to ensure the best outcome for the University, its staff and students.

Job Duties

- Leadership and management of the Legal Services team, ensuring that the support provided by the team is commercial and strategically focused, helping the University's activities grow in line with its strategy
- Engender a culture of efficiency and service innovation that ensures that Legal Services adds maximum value for the University
- Ensure the senior leadership is provided with effective and strategically focused legal advice, exercising a high level of professional judgement
- Proactively identify areas of risk or operations that require legal support to shape the corporate response
- Work with the senior leadership in the development, application and review of regulations, policies and procedures with legal considerations, to help manage risk effectively
- Provide leadership to the institution in relation to compliance and ensuring a culture of compliance across the University, helping to keep the University safe without unnecessarily slowing activities down
- Lead the delivery of broader skills development and knowledge sharing with colleagues across the University to help manage the University's risks in (as a minimum) commercial contracts matters
- Work with senior leadership to manage corporate risks and maintain a picture of the institution's complete legal risk
- Take a leadership role in corporate projects, using diplomacy and problem-solving skills to collaborate with and mediate between the competing interests of multiple internal stakeholders
- Lead the University's relationship with external law firms, ensuring the support provided is of a high quality and represents good value
- Maintain a national profile and network to develop quality relationships which add value to the University's operations and contribute to management of legal and compliance risks
- Help shape appropriate corporate discussions via attendance at appropriate executive groups and Committees
- Manage the Legal Services budget
- Act as the University's Whistleblowing Officer and contribute to the development of the University's culture through supporting learning and continuous improvement of our policies, systems and processes
- Any other reasonable duties that might be required, commensurate with the grade

Person profile

AREA	ESSENTIAL CRITERIA
Experience	Substantial post qualification experience in an area (or areas) of legal practice relevant to the work of the team (e.g. contracts, commercial, IP, national security, governance, employment or property law) Substantial experience of leading a high performing team in a large, complex organisation Substantial experience of leading corporate projects, involving multi- disciplinary teams Substantial management experience
Skills and abilities	Strong analytical and problem-solving skills, with the ability to remain focused on achieving strategic objectives Proven ability to lead, inspire and motivate others through effective leadership and management skills, creating a culture of high performance and continuous improvement Strong interpersonal skills and proven diplomacy when managing internal and external stakeholders, to achieve good outcomes Proven ability to work in collaboration with academic colleagues and professional services staff to secure positive outcomes for the University, its staff and its students Ability to interpret complex policy, law and regulation and apply them in a complex organisational context Commercial awareness and ability to think beyond legal considerations in such a way as to set strategic direction in areas of activity Strong ability to write persuasive and clear communications, commentaries, policies and documents on complex topics Ability to exercise sound commercial judgement in a range of situations, including providing expert advice to senior leaders, in a professional and accessible way Excellent time management skills and ability to multitask when working to tight and conflicting deadlines
Training	Evidence of continued professional development (including as required by the relevant regulator e.g. the SRA)
Qualifications	Qualified Solicitor, Barrister
Other	A commitment to equity, diversity and inclusivity, with the ability to role model, adhere and advocate the University's EDI policies Willingness to work outside normal hours

AREA	DESIRABLE CRITERIA
Experience	Experience in a similar role in a Higher Education setting
Skills and abilities	Confident use of the Microsoft Office suite
Qualifications	Relevant post graduate qualifications
Other	Strong sector and industry networks relevant to the University

Conditions of service

Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on Management & Specialist Grade 9, and a competitive salary will be confirmed on offer of appointment.

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

The University supports flexible working, wherever possible, helping staff maintain a healthy work-life balance including hybrid-working.

We also offer a range of family-friendly policies including maternity/paternity leave, carers leave, , which you can explore [HERE](#).

There are a broad range of employee benefits including an annual leave purchase scheme, a well-established pension plan, an electric vehicle scheme, which can be found [HERE](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details [HERE](#)).

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic and Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Application and interview

Application

The closing date for applications is **Sunday 16th November 2025**.

Informal enquiries should be made in the first instance via Megan Cox, M.Cox@lboro.ac.uk, Recruitment and Resourcing Manager.

Interview

Interviews will be held on **W/C 8th December 2025**.

To make the most of this opportunity. please be aware that your application must be completed within a short timeframe, as outlined above.

Our Accreditations



We strive to create a culture that supports equity 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 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 a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



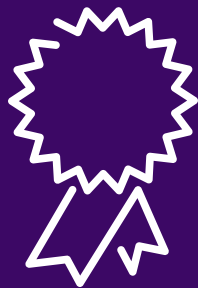
We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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.

This publication is available in other formats. Please email Visual.Identity@lboro.ac.uk and quote reference 89060 to request a copy suitable for your needs.



**RANKED
TOP 10**
FOR THE LAST 10 YEARS
COMPLETE UNIVERSITY GUIDE
2017-2026