University Lawyer (Estates)

Department: Legal Services

Hours of work: Part Time | 22.2 hours per week | 0.6 FTE
:flexible and hybrid working options available:

Contract type: Open

Salary: Grade 8 | £53,353 - £61,823 per year (reduced pro rata for part-time working)
Introduction

The University of York was founded on principles of equality, diversity and inclusion. Our new strategic vision sets out our role as a University for public good, building upon our founders who endowed the University with a strong social purpose.

Legal Services supports the University to effectively identify and manage legal risk, working collaboratively with both professional services and academic departments to provide pragmatic advice to colleagues and to embed legal compliance into day-to-day business practices. Legal Services has three key areas of activity: Legal, Information Governance and Insurance and is recruiting to develop a new Legal team with Legal Services

This new Legal team will provide legal advice across a range of operational issues, manage the work of our external law firms and oversee the University’s legal spend. The team will provide input across a diverse range of matters, including strategic partnerships, international collaborations, dispute management and regulatory compliance, as well as delivering training and guidance materials to staff.

Main purpose of the role

We are looking to include the University’s first specialist estates/property Lawyer to the new Legal team who will enjoy the wide variety of estates and development related legal work at the University. You will develop and manage the legal risk for the University’s Technology, Estates, & Facilities Directorate and will work with the Director of Technology, Estates and Facilities, the Director of Architecture, the Land and Buildings Manager, the Director of Accommodation, Campus and Commercial Services and other senior professionals.

You will oversee the legal risk on capital estates projects, scope out projects, instruct and manage external lawyers and advise on transactional work. The role-holder must be able to work independently on complex projects and issues and be willing to challenge ideas and communicate adeptly. You will have developed effective relationships with senior management and be able to understand the business objectives of the University.

This is a senior role and where necessary you will be expected to stand in for the Head of Legal Services in relation to estates projects and to work independently on estates matters.
Key responsibilities

You will be required to undertake the duties below:

1. **Role Specific Responsibilities**
   - Lead and deploy internal/external legal resources ensuring that tasks are completed to quality and timeliness, and changes are implemented effectively.
   - Lead on instructing and managing external legal support efficiently and effectively to maximise value for the University and to provide appropriate interpretation and implementation of advice. Familiarity with legal frameworks desirable.
   - Provide clear, pragmatic and solution orientated legal support for Estates projects which may include the instruction, management and oversight of complex, high risk or high-profile matters or where there are development areas such as:
     - Development and/or refurbishment projects (e.g. provision of new student accommodation or construction projects for the University in relation to academic departments or student services)
     - Corporate funding for University projects
     - Acquisition, construction, and management of buildings
     - Statutory law (e.g. S.106 Agreements, building regulations, listed buildings consents, conservation plans)
     - Commercial landlord and tenant experience
   - Ensure University compliance and governance arrangements are in place and adhered to for estates work.
   - Provide expert professional legal expertise and problem-solving skills, sharing knowledge with the estates and legal team
   - Act as a senior specialist point of contact for dealing with complex legal (estates) issues and information sources, providing interpretation and analysis.
   - Liaise and build excellent relationships with key staff, external providers and collaborators to ensure that detailed legal requirements are understood in the design and implementation of University works or projects
   - Contribute to the development of University policies, regulations and procedures where relevant.
   - Support the management of legal risk across the University
   - Support and develop less experienced members of the Legal team (where applicable)
   - Lead on specific estates projects and work with Head of Legal Services to identify areas for improvement in know-how, expertise, capacity and delivery of service.
   - Present legal advice at meetings, deliver training and attend conferences, and lead discussions on existing legal requirements and changes in the law for clients and Legal Services team.
   - Actively demonstrates a commitment to professional development by continuing to advance knowledge, understanding and competencies.
2. University of York Responsibilities for Grade 8

Service and Operational Delivery
- Through effective leadership, establish a clear vision and set of goals for the service delivery team.
- Ensure that appropriate management systems are in place to support the team and enable them to effectively deliver current and future service requirements.
- Lead delivery of a substantive and/or complex range of services.
- Engage with key stakeholders to influence opinion, delivery and reputation of services.
- Monitor, evaluate and provide feedback on the performance of the operational area and take necessary action to improve the service, including identifying training needs for the team.
- Horizon scan to identify opportunities to improve the efficiency of service operation.
- Provide support and encouragement for members of the team through effective leadership; demonstrate compassion and give advice on commonly occurring wellbeing issues.

Continuous Improvement
- Lead on the design, implementation and monitoring of policy and quality standards, procedures and systems ensuring effective working and continuous improvement.
- Engage in external networks or partnerships to identify and influence potential opportunities for service or operational delivery improvements.
- Apply leadership and expertise to identify, understand and resolve significant, longer term or complex problems.
- Lead continuous development of self and team to ensure ongoing and future breadth and strength of capability and knowledge, organising bespoke training or development opportunities for the team.

Specialist Contribution
- Act as a recognised practitioner within own specialist area or discipline, shaping activities, processes and systems.
- Design and deliver training sessions in relation to own subject area to the broader team and/or the University.
- Provide expertise to maintain and/or develop the systems and processes to support compliance with legislation, statutory duties and to facilitate the delivery of effective services.
- Provide expert professional subject knowledge and problem-solving skills, sharing knowledge with the team or wider University population as needed.
- Apply technical expertise/analysis to high-level problem resolution, provide technical judgement to guide decision making.
- Act as a specialist point of contact for dealing with complex data and information sources, providing interpretation and analysis.

Collaboration and Communication
- Lead internal meetings, working groups and sub-committees at an operational service level to influence governance, organisational policy and standards for the service.
- Develop long term relationships with senior stakeholders to ensure effective and valued outcomes.
- Develop and encourage mutually beneficial internal/external working relationships.
- Identify and develop opportunities for communities of practice and knowledge sharing.
Governance and Oversight

- Promote and develop a deep understanding of organisational policy and regulations.
- Manage quality and regulatory audit process.
- Provide advice to stakeholders regarding compliance and regulations where there is significant complexity and/or appropriate assessment of risk required.
- Horizon scan to understand emerging legislation and regulation and propose the University’s response to these changes.
- Accountable for ensuring procedures and policy meet all required legislative or regulatory standards.
- Ensure a safe and secure work environment; take responsibility for health and safety considerations through the completion and implementation of risk assessments.

Planning and Organisation

- Responsible for the operational and strategic planning for their area that is likely to involve coordination and integration with broader directorate planning.
- Significant input to long term strategic planning.
- Lead project scoping, initiation, planning and implementation for large scale/University wide initiatives.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
## Person specification

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<th>Role Specific</th>
<th>Essential/Desirable</th>
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<tr>
<td>Minimum of 5 years pqe or equivalent experience practising as a lawyer in relevant estates/property/construction or corporate project legal discipline</td>
<td>Essential</td>
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<td>Expert knowledge in estates legal work</td>
<td>Essential</td>
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<td>Experience of HE or public sector advising on large scale and complex estates related projects</td>
<td>Desirable</td>
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<td>Experience of successfully managing complex legal matters to achieve results, prioritising deadlines and demands.</td>
<td>Essential</td>
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<td>Experience of delivery of complex/high-risk projects under pressure; and management of coherent legal strategy into such projects.</td>
<td>Essential</td>
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<td>Experience of leading specialist legal input into University wide project teams, informing strategy and working within defined timescales and financial limits.</td>
<td>Essential</td>
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<td>Expertise in drafting complex legal documentation;</td>
<td>Essential</td>
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<td>Ability to draft succinct reports and to influence the strategic direction of the University</td>
<td>Essential</td>
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<td>Expertise in instruction of external legal partners to deliver cost-effective and high quality targeted legal advice.</td>
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<td>Proven ability to manage large volumes of information and develop clear and coherent arguments</td>
<td>Essential</td>
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<td>Effective, confident and expert communication skills including high level of articulacy, strong negotiation and written skills.</td>
<td>Essential</td>
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<td>Demonstrable interest in the University Estates</td>
<td>Essential</td>
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<td>Excellent interpersonal skills, able to foster collaboration and build good relationships with colleagues at all levels</td>
<td>Essential</td>
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<td>Ability to research, gather, learn and interpret new areas of information, new law and legal disciplines new to you.</td>
<td>Essential</td>
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<td>Ability to use digital technologies including Google applications/and or Microsoft Office, research tools and case management systems.</td>
<td>Essential</td>
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<td>A genuine interest to research, learn and apply new law and disseminate knowledge</td>
<td>Essential</td>
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<td>Demonstrable compassion and kindness to others</td>
<td>Essential</td>
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**Qualifications:**

Level 6 qualification. (Qualifications at this level include a degree. Please view the full list). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.

Degree (or equivalent) and legally qualified as a Solicitor or Barrister

**Skills - demonstrates the ability to:**

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<tr>
<td>Lead people - providing vision, motivation, inspiration and direction</td>
<td>Essential</td>
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<td>Lead large-scale projects</td>
<td>Essential</td>
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<tr>
<td>Use digital technologies including Google applications and/or Microsoft Office</td>
<td>Essential</td>
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<td>Communicate to engage and influence others</td>
<td>Essential</td>
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**Behaviours:**

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<tr>
<td>Works collaboratively with others</td>
<td>Essential</td>
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<td>Delivers a quality service</td>
<td>Essential</td>
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<td>Develops self and others</td>
<td>Essential</td>
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<td>Actively champions respect, inclusivity, equality and diversity</td>
<td>Essential</td>
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<td>Identifies and implements continuous improvement</td>
<td>Essential</td>
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