Lawyer

Department: Legal Services

Hours of work: Full time | 37 hours per week (We would consider 29.6 hours per week (0.8FTE) (hybrid and flexible working options available)

Contract type: Open

Salary: Grade 6 | £34,308 - £42,155 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 compliance into day-to-day business practices. Legal Services has three key areas of activity: Legal, Information Governance and Insurance.

The 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

Reporting to the Head of Legal Services initially and working with colleagues in a small legal team, your role will be preparing, researching and producing clear understandable legal advice and legal risk assessments on a wide range of legal disciplines and subject areas. This is a general role but you may be able in the longer term to develop your interests and expertise in particular disciplines.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

1. Role Specific Responsibilities
   - Draft Legal documents (to a high standard) including; written advice, agreements, MOUs, policies.
   - Provide legal research and advice/support to the Head of Legal and other team members
   - Obtain clear instructions from stakeholders and identifying legal areas of risk
   - Attend meetings and committees with colleagues, stakeholders or external lawyers and represent the University externally.
   - Recognise and escalate problems to colleagues or the Head of Legal.
   - Contribute to and develop legal-know and updating team on specific legal practice areas (using research web resources and Practical Law)
2. **University of York Responsibilities for Grade 6**

**Service and Operational Delivery**
- Be part of a responsive and proactive legal service to ensure service expectations are met.
- Collect and analyse stakeholder feedback to help define needs and requirements and the design and planning of legal services.
- Contribute to operational leadership for legal services including decision making that shapes the nature and level of support services.
- Implement changes to the design and development of legal services.
- Accountable for delivery of legal services within a defined area or defined responsibilities.
- Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.

**Continuous Improvement**
- Analyse service and operational delivery data and provide reports, making recommendations for improvement as appropriate.
- Ensure the review and improvement of systems and procedures in line with University frameworks.
- Review internal and external legal practice to identify opportunities for future improvements or efficiencies.
- Apply legal expertise to identify, understand and propose resolutions for issues or problems.
- Proactively identify opportunities for building personal knowledge and skills, and ensure training and development needs of the team are met.
- Deliver knowledge sharing on specialist defined processes across the broader team.

**Specialist Contribution**
- Provide legal advice to stakeholders in relation to complex policy, procedures and regulations.
- Provide specific legal advice to ensure compliance with legislation, statutory duties, etc.
- Provide legal expertise and support with complexity of data and information sources, providing interpretation and analysis.
- Carry out in-depth, complex investigations or searches; interrogate the information and data to identify trends and patterns.
- Deliver legal training, teaching and/or development delivery for stakeholders.

**Collaboration and Communication**
- Establish, maintain and develop productive and ongoing relationships with University stakeholders to create ideas for tactical service or operational delivery development.
- Build relationships and networks internally and externally to build and update knowledge and skills.
- Use a range of digital media and tools to communicate with a diverse range of key stakeholders.
- Act as a supportive and encouraging member of the legal services team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.
Governance and Oversight

- Oversee legal activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards.
- Provide legal advice and training to stakeholders regarding compliance and regulations relating to the area of responsibility.
- Contribute to the creation or development of legal policy and procedures to take account of internal and external changes.
- Ensure activities and documents comply with internal University and external regulation, policy and procedures.

Planning and Organisation

- Plan, organise and prioritise the work of self and team members on a regular basis, taking into account operational needs and changing circumstances over the short to mid-term.
- Contribute to longer term strategic /planning of the team’s work.
- Lead the delivery of projects to facilitate service operational change or play a role in University-wide projects.

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

<table>
<thead>
<tr>
<th>Role Specific</th>
<th>Essential/ Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lawyer ideally with minimum of 1+ years pqe as solicitor or equivalent</td>
<td>Desirable</td>
</tr>
<tr>
<td>Legal knowledge or expertise in at least one discipline relevant to University</td>
<td>Essential</td>
</tr>
<tr>
<td>Pragmatic lawyer able to see the big picture and objectives of University and projects</td>
<td>Essential</td>
</tr>
<tr>
<td>Solutions focused: willing to research solutions and mitigations for legal risks</td>
<td>Essential</td>
</tr>
<tr>
<td>Experience of delivering under pressure and able to prioritise work</td>
<td>Essential</td>
</tr>
<tr>
<td>Adaptable and proactive – willing and able to research and learn new legal disciplines, legislation, regulations and interpret new areas of information, new law and legal disciplines new to you.</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to manage large volumes of information and develop clear and coherent legal arguments</td>
<td>Essential</td>
</tr>
<tr>
<td>Excellent interpersonal skills, able to foster collaboration and build good relationships with colleagues at all levels</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to work with colleagues in legal team and has positive and proactive attitude</td>
<td>Essential</td>
</tr>
<tr>
<td>Enthusiastic and keen to learn about HE Sector, exhibits curiosity and has excellent research skills</td>
<td>Essential</td>
</tr>
<tr>
<td>Keeps up-to-date with developments in the law and contributes to team know-how, able to deliver training and present to others</td>
<td>Essential</td>
</tr>
<tr>
<td>Legal drafting skills and experience of drafting legal documents, using Practical Law, online research resource and able to, produce own documents</td>
<td>Essential</td>
</tr>
<tr>
<td>Demonstrable compassion and kindness to others</td>
<td>Essential</td>
</tr>
</tbody>
</table>

### Qualification

- Level 3 qualification. (Qualifications at this level include A levels. Please view the full list). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience
- Degree (or equivalent) and legally qualified to practise as a Solicitor or Barrister

### Skills - demonstrates the ability to:

- Lead projects                                                               | Essential            |
- Gather, analyse, interpret and report complex data/information               | Essential            |
| Use digital technologies including research tools Google applications and/or Microsoft Office | Essential |
| Communicate effectively in verbal and written formats, including the use of a variety of digital tools | Essential |

**Behaviours:**

| Works collaboratively with others | Essential |
| Delivers a quality service | Essential |
| Develops self and others | Essential |
| Actively champions respect, inclusivity, equality and diversity | Essential |
| Identifies and implements continuous improvement | Essential |