



## Job Description

<b>Job Title</b>	Head of Legal Services
<b>School/Service/Institute</b>	Corporate Services
<b>Normal Workbase</b>	Stoke
<b>Tenure</b>	Permanent
<b>Salary</b>	From £70,000 depending on skills and experience
<b>FTE/Hours</b>	1.0 FTE

### Job Purpose

Reporting to and working closely with the Chief Operating Officer, and other members of the University Executive as required, the postholder is responsible for the management of legal issues across the University:

- To manage the relationship with external lawyers and the associated expenditure.
- The management of requests under the Data Protection and Freedom of Information legislation.
- To ensure the University's contract approval procedures, execution of documents and records of contracts are effectively managed.
- Responsible for legal aspects of protecting the University's assets and commercial interests, including by means of effective contracts and the identification and protection of intellectual property in line with strategy and policy.
- Operational line management of the Legal Services function.
- Contribute to the development and delivery of legal aspects of the University Strategy.
- Provide senior expert advice and support to the University Executive and other senior managers, as required.
- Manage a single repository for the storage of contractual and associated documents.

### Relationships

Reporting to:	Chief Operating Officer
Responsible for:	Assistant Solicitor
Key working relationships:	University Executive, Senior Management Teams and External Stakeholders

## Main Activities

- Provide proactive legal leadership to all areas of the University to support the delivery of a sustainable, successful University.
- Develop, maintain and revise as appropriate the University's strategic and operational legal procedures.
- Develop, maintain and revise as appropriate template contracts to form a precedent bank of agreements for the University.
- To undertake professional development as required in order to remain up to date with current legal issues affecting the University and the HE sector, including via liaison with legal officers in other Universities and via sector-specific communities of practice such as AURIL, UNICO and GINN.
- Provide advice, guidance and insightful analysis to the Executive Team, other senior managers and Governors, highlighting opportunities and risks and strategies for various issues having legal implications.
- To act as gatekeeper and conduit to the University's external solicitors and management of the annual legal fees budget to ensure best value from the University's arrangements.
- Liaison with other external professional and other bodies as appropriate.
- Ensure compliance with duties under the Data Protection and Freedom of Information legislation.
- Attend various external meetings to represent the University.
- Undertake specific projects or arrangements relating to legal compliance as determined by the Chief Operating Officer.
- Develop a central repository for all legal contracts and associated documents, both electronically and in hard copies; establish procedures to build this retrospectively and keep it up to date.
- Any other duties as reasonably determined by the Chief Operating Officer.
- To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

## Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

## Variation to Job Description

The University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

### **Conditions of Service**

The postholder will be employed by Staffordshire University Services Limited. Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

### **Application Procedure**

We encourage applicants to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We ask that all applicants ensure that they have provided comprehensive information under each criterion in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section. The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.