**Job Description: Professional Service Positions**

|  |  |
| --- | --- |
| **Faculty/Directorate/Service Area:** | Vice-Chancellor’s Office |
| **Job Title:** | Legal Advisor |
| **Department/Subject:** | Legal and Compliance Services |
| **Salary:** | £38,205 to £44,263 per annum together with USS pension benefits |
| **Hours of work:** | Full-time |
| **Number of positions:** | 1 |
| **Contract:** | This is a permanent position |
| **Location:** | This position will be based at Singleton Campus |

|  |  |
| --- | --- |
| **Main Purpose of Post** | 1. This role will be based in the dynamic, responsive and service-focused Legal and Compliance Team with a remit to support the University’s strategic ambitions. 2. To strengthen the legal resource at the university to deal with a wide variety of legal matters. 3. To provide in-house legal guidance and be able to identify potential issues as well as dealing with own caseload. 4. To provide legal advice and assist in advising the university on using legal processes in the most cost-effective way. 5. The Legal and Compliance Team engages with members of the University’s Senior Management team and a number of academic leaderships roles and advises all Faculties/Schools and Professional Service Directorates within the University. 6. To work with and provide support to the Associate Director /Head of Legal and Compliance Services and Deputy Head of Legal and Compliance Services. |
| **General Duties** | 1. To provide legal advice an assist in advising the University on using legal processes in the most effective way. 2. To provide legal advice and support to the University and its subsidiaries as appropriate. 3. To advise University Managers, Senior Staff and Practitioners in at least two areas of law. 4. To provide legal advice and support to the University Community in those areas of law, ensuring compliance, managing risk and mitigating that risk before, during and after internal and external processes. 5. To draft all relevant legal agreements including policies, procedures and compliance documentation. 6. To ensure that all Professional Units and Faculties receive robust and timely legal advice. 7. To be responsible for holding legal advice clinics for University staff. 8. To work with colleagues in developing and delivering training in respect of the role-holder’s relevant areas of law. 9. To be able to identify potential issues. 10. To keep all University staff informed of all Regulation, Legislation and Case Law changes relevant to the post. 11. To provide support to the Associate Director/Head of Legal and Compliance Services and Deputy Head of Legal and Compliance Services. 12. To work with the Associate Director/Head of Legal and Compliance Services and Deputy Head of Lead and Compliance Services to identify gaps in the areas of specialism within the team and to embark on training in order to advise and assist in those areas. 13. To be diverse and show a willingness to develop, train and advise in new areas of law. 14. To horizon-scan for changes and developments within relevant Legislation and to report and advise on changes, as appropriate. 15. To assist the University to develop processes to ensure and enhance compliance in key high-risk areas. 16. To work with the external providers of legal services to the University to optimise the provision of legal services within the University. 17. To support team colleagues in other areas of law as and when required. 18. To fully engage with the University’s Performance Enabling and Welsh language policies. 19. To promote equality and diversity in working practices and to maintain positive working relationships. 20. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture. 21. Any other duties as directed by the Associate Director/Head of Legal and Compliance Services, Deputy Head of Legal and Compliance Services or their nominated representative expected within the grade definition. 22. To ensure that risk management is an integral part of any decision-making process, by ensuring compliance with the University’s Risk Management Policy. 23. Any other duties as agreed by the Faculty / Directorate / Service Area. |
| **Professional Services Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values - [Professional Services Values](https://www.swansea.ac.uk/the-university/values/professional-services-values/) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.  **We are Professional** We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality.  **We Work Together**          We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.  **We Care** We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience.  Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. |
| **Person Specification** | **Essential Criteria:**  **Values:**   * Demonstrable evidence of taking pride in delivering professional services and solutions. * Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers. * Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience.   **Qualification:**   * To be a qualified lawyer with experience and at least 2 years’ post-qualification experience. * To be committed to personal development to ensure compliance with the training and other requirements of the applicable regulatory body for your qualification and to carry out other relevant training appropriate to the role and to meet the wider needs of the University.   **Knowledge, Experience and Skills:**   * To provide legal advice an assist in advising the University on using legal processes in the most effective way. * To provide legal advice and support to the University and its subsidiaries as appropriate. * To advise University Managers, Senior Staff and Practitioners. * To provide legal advice and support to the University Community, ensuring compliance, managing risk and mitigating that risk before, during and after internal and external processes. * Experience in reviewing, drafting and negotiating commercial contracts or other legal documents. * Full working knowledge and experience of applying Rules and Regulations. * Experience of developing policies and procedure to ensure compliance with Legislation and Regulations. * Experience of dealing independently with a caseload. * Demonstrate excellent oral communication skills. * Have excellent drafting and written communication skills. * Demonstrate excellent IT skills. * Demonstrate excellent negotiating skills. * Provide examples of influencing others to reach a desired outcome. * Demonstrate the ability to work well within a team as well as to take individual responsibility. * Demonstrate accuracy and attentiveness to detail as well as ability to contextualise matters. * Demonstrate an aptitude to develop legal awareness in all areas to be able to respond appropriately to any legal issue that arises.   **Desirable Criteria:**   * Ability to communicate in Welsh * Experience of working in UK Higher Education |
| **Welsh Language Level** | Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.  For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/). |
| **Additional Information** | Informal enquiries: Informal enquiries: Mrs Deborah Howell at [deborah.howell@swansea.ac.uk](mailto:deborah.howell@swansea.ac.uk) |

  