UNIVERSITY OF WARWICK

Job Description

Job title	Senior Legal Counsel
Department	Legal and Compliance Services
Grade	FA8

Job purpose (a brief summary of the role)	Reporting to the Director of Legal and Compliance Services and Director of Human Resources, to provide legal services for all administrative and academic departments of the University and its subsidiaries in relation to HR related matters. Also day-to-day management of relationships with external legal advisers.
Duties and responsibilities	1. Reporting to the Director of Legal and Compliance Services and Director of HR and responsibility for employment related legal matters from across the University. Providing comprehensive legal advice and problem-solving guidance to Human Resources and other Senior Officers as well as supporting the wider Legal and Compliance Services department with legal advice, as required by the University, including: • Disciplinary and grievance hearings and appeals; • Discrimination and equality and diversity issues; • Equal pay; • TUPE; • Data protection and freedom of information; • Trade Union legislation. 2. Responsibility for advising on employment tribunal matters, including witness statement drafting and document collation and bundling in conjunction with the Employee Relations Adviser, HR Team and external advisors. 3. Representing the University as required at internal and external hearings and employment tribunals. 4. Oversight and management of external legal spend on employment related matters. 5. To assist in the provision of regular and relevant legal progress reports/updates to the Director of Legal and Compliance Services and Director of HR. 6. Advising on a range of employment related project work and strategy providing timely and accurate risked-based legal advice identifying risks and proposing appropriate commercially-balanced mitigation strategies. 7. Providing training, briefings and legal updates to colleagues on a range of employment matters. 8. Proactively monitor and research new and developing areas of law in order to ensure the University is prepared for any changes and remains legally compliant. 9. Proactively reviewing and updating the University's precedents and processes including secondment agreements, contracts of employment, internship agreements,

	consultancy agreements, agency (and other flexible labour agreements) as well as general HR policies and procedures, in consultation with HR colleagues. 10. Initiating and advising on updates to the University's financial regulations, policies and procedures as they relate to employment matter, GDPR and data protection. 11. Lead on projects and perform such other duties as requested by the Director of Legal and Compliance Services or Director of HR.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	An honours degree (or equivalent).	A
E2	Significant commercial employment law experience.	A & C
E3	Experience of successfully delivering timely and accurate solution-orientated advice at a senior level in a commercial environment with complex decision making processes with both a domestic and international focus.	A,C & D
E4	Well-developed analytical capabilities, able to interpret complex documents and agreements and to advise on their impact effectively and appropriately.	A & C
E5	Forward thinker, able to identify the impact of present decisions on future options and outcomes, and identify strategically optimal actions taking into account commercial and legal risk to protect or maximise the University's commercial or reputational position.	A,C & D
E6	Agile thinker, capable of providing innovative solutions to complex legal and commercial problems in an ambiguous environment with competing priorities and risks.	A,C & D
E7	Robust, commercially astute negotiator, able to advance the University's commercial legal position whilst maintaining excellent professional relationships with strategic partners.	A & C
E8	Highly skilled IT user, with the ability to use computerised and web-based administrative systems and data sources effectively, with a commitment to contribute to further systems development to support improved communications, information and data dissemination and contract management.	A
E9	Excellent presentation skills, with the ability to communicate and influence effectively, at all levels, creating professional relationships with academics, administrators and senior staff in the University and externally, with a clear and concise writing style.	A,C & D
E10	Highly motivated, committed and effective team leader, able to work flexibly and creatively, and quickly and accurately when under pressure, working to tight deadlines.	A & C
E11	Meticulous attention to detail, highly organised, capable of administering a diverse client and project portfolio effectively.	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Significant experience of running employment investigations, disciplinary and tribunal matters.	A & C
D2	• Experience of any of the following legal areas: o dispute resolution o data protection o consumer protection o regulatory and compliance	A & C