Legal Manager

Registrar and Secretary's Office

Job Reference: REQ0002194



Legal Manager

Registrar and Secretary's Office

Salary:	**Grade 8 £51,258 - £59,390**
Contract:	**Fixed term to 31/07/27**
Location:	**Headingley Campus**
Department:	**Legal**
Responsible to:	**Deputy University Secretary**
Working Pattern:	**Full time**

Purpose of role

To manage and co-ordinate the University's in-house Legal service, providing timely, pragmatic and risk-based legal advice to all University activities. The postholder will lead and develop the in-house legal team, oversee the allocation and quality of legal work and act as the principal liaison with external solicitors and other specialist advisers, where external advice is necessary.

The role will provide and oversee advice across a broad range of University activities, including commercial contracts, research and enterprise, intellectual property, data protection, disputes, governance, regulatory and compliance matters, acting as a key enabling function in support of the University's strategic and operational objectives.

Key Responsibilities

- Postholder is expected to work at a senior level and in many instances work independently and make decisions without reference to others and be able to clearly explain the rationale for those judgements. They will be required to initiate, develop and manage internal networks, for example acting as the first point of contact for legal advice to members of the University's Senior Management Group, Directors of Research, School Managers.

- Lead, manage and develop the University's in-house Legal team, including workload allocation, supervision, performance review, professional development and quality assurance.

- Manage and co-ordinate a responsive general in-house legal service for Schools and Professional Services, triaging instructions and agreeing priorities, timescales and proportionate routes to resolution.

Key Responsibilities (continued)

- Provide clear, pragmatic and risk-based legal advice to senior leaders and colleagues, explaining complex legal issues and options in accessible terms and supporting informed decision-making.
- Draft, review and negotiate a broad range of commercial and University agreements, including research and innovation, educational partnerships, procurement and supplier, consultancy, collaboration, confidentiality, licensing and other operational contracts.
- Retain particular oversight of research and enterprise legal work, including sponsored research, collaborations, consortia, sub-contracts, material transfer agreements, intellectual property, commercialisation and knowledge exchange.
- Advise on intellectual property, data protection, information governance, regulatory and compliance matters, governance and policy issues, disputes and litigation, and other legal matters within the postholder's competence.
- Identify matters requiring external legal support; select, instruct and act as the key liaison point with external solicitors and specialist advisers; manage scope, quality, cost and delivery; and ensure advice is translated into practical action.
- Maintain effective legal matter management, records and reporting, including oversight of deadlines, risks, conflicts, contractual commitments, external legal spend and management information on demand, activity and outcomes.
- Develop and maintain legal templates, guidance, policies, delegations and standard operating arrangements, and promote consistent use and compliance across the University.
- Keep abreast of relevant legal, regulatory, policy and sector developments; assess their implications for the University; and provide proportionate updates, briefings and training.
- Build effective relationships and networks across the University and with external partners, working collaboratively with relevant specialist teams including Research and Enterprise, Information Governance, Procurement, Finance, Human Resources and Governance.
- Contribute to service planning, continuous improvement and legal operations, including identifying opportunities to improve accessibility, efficiency, consistency and value for money.
- Undertake other duties within the scope and grading of the post as required.

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

Using Artificial Intelligence (AI)

Whilst using AI in our work has many benefits, we would encourage you to write your application without AI input. This will give us a much better insight into your experience and let your own strengths shine through in the application process. We value the uniqueness of every colleague and believe it makes our university a better place to work.

Person Specification & Performance Attributes

Person Specification Criteria	Essential	Desirable
1. Qualified to practice as a solicitor or barrister in England and Wales with post qualification experience in relevant fields of expertise exceeding 10 years (current practising certificate is desirable)	✓	
2. Commitment to continuing professional development and the ability to acquire new areas of specialism.	✓	
3. Knowledge and experience of one or more of the key aspects of the role (research and enterprise documentation, complex commercial contract negotiation, intellectual property law, data protection).	✓	
4. Knowledge or the ability to gain such knowledge quickly, of the legal framework within which a university research and enterprise service must operate, such that you will be a recognised leading authority on legal issues within this field.	✓	
Performance Attributes		
PLANNING & ORGANISATION 5. Excellent organisational skills and the ability to set own direction and outcomes with minimal supervision.		
SERVICE DELIVERY 6. The ability to think strategically, logically and pragmatically and to see legal issues in their wider context and advise accordingly.		
COMMUNICATION 7. Excellent oral and written communication interpersonal, influencing and negotiation skills, including the ability to communicate complex legal concepts and information to academics, other university professionals, stakeholders and third parties who are not lawyers in an accessible and engaging way.		
TEAMWORK 8. Ability to build and manage a new inter-relationship between Legal, Research & Enterprise and other relevant teams such as Information Governance.		
CREATIVITY & INNOVATION 9. A flexible and outcome focused approach to work with a commitment to lead innovation, continuous improvement and collaboration to improve service delivery, evaluate risks and identify and implement effective solutions to existing and new problems.		
LEARNING AND DEVELOPMENT 10. Design and deliver training on specialist areas of expertise such as intellectual property and contentious disputes to the Legal and R&E teams. Provide significant support to junior members of the Legal team to maintain quality and develop their expertise.		

Terms of Appointment

Pension

You will automatically be enrolled to become a member of the West Yorkshire Pension Fund (WYPF)

Annual leave

Annual leave entitlement is 38 days.

Pre-employment checks

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us.

If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Probationary Period

Appointment to this position may be subject to a probationary period of up to 12 months, in line with our probationary policy.

A copy of our probationary policy is available on our website or on request from Human Resources.

References

Offers of employment will be subject to the receipt of satisfactory references.

Salary

On appointment staff will normally be placed on the first point of the substantive grade for the post. Appointment above this will only be on an exceptional basis and subject to approval in line with our University's Pay Policy.

Pre-employment Health Assessment

Our University aims to ensure that all employees are placed in a job that is compatible with their health and physical abilities. In accordance with the Equality Act, questions relating to health are asked following an offer of appointment. All offers of appointment are subject to pre-employment health assessment.

Qualifications

In accordance with our pre-employment processes, it is University policy to verify qualifications for successful candidates. We will need evidence of those qualifications required by the employee specification and claimed on the application form.

Equal Opportunities

We are committed to providing a non-discriminatory and harassment-free working environment for our employees. All our employees are expected to have due regard for those policies when carrying out their duties.

Safety, Health & Wellbeing

You will maintain a positive attitude to Safety, Health and Wellbeing in carrying out personal responsibilities and co-operate with policy/local rules/codes of practice.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time. If you prefer to discuss any special arrangements connected with a disability, please contact us.

Hybrid working

Working in a hybrid way, where colleagues spend some of their working hours or days on campus, and some of their time working from home is well established at Leeds Beckett. Some roles remain fully campus based. Working arrangements are dependent on the job role, team and University requirements and will be discussed with candidates at or after the interview.

Our Strategy



PURPOSE

We make a positive and decisive difference to people, organisations and communities through excellent education, research, and service.

ANCHOR IMPACT

As a Leeds Anchor with global reach, we work in partnership to drive inclusive, sustainable, social, economic, and cultural benefit for the diverse communities we serve.

OUR VALUES

Inclusive. Teamwork. Integrity.
Pragmatism. Ambition. Purposeful.

You can read more about our strategy here.

LEEDS BECKETT UNIVERSITY

Working at Leeds Beckett University

Our Vision

Our students are a diverse community with different needs and aspirations. Teaching excellence is at the heart of our culture and academic practise, focussing on the provision of an outstanding education and experience for our students.

We are proud of our polytechnic roots, and proud to have built on our heritage as a vital source of professional, vocational and applied learning, underpinning the social, economic and cultural life of our city and region.

We are a community of around 23,000 students from over 140 countries and 2,800 staff. Our history dates back to the founding of Leeds Mechanics Institute in 1824.



Working with Us

What can you expect from a career with Leeds Becket University.

We offer membership of a Local Government Pension scheme, Teachers Pension Scheme and USS scheme, dependant on your role and circumstances. More detail of the schemes is available on their website pages and will be provided during the offer process.

Occupational Maternity/Adoption and Shared Parental Leave is available to our colleagues (subject to meeting the conditions).

Onsite Gym Facilities – with memberships for our colleagues, that let you take part in activities at the Carnegie Sports Centre, Headingley Campus and City Campus Gym. They offer traditional gyms, fitness classes and swimming.

If you travel to work by car, we have car parking available at our Headingley campus and free transport, during term time, for travel between campus.

And in addition, to the above, we offer a range of Benefits and Discounts through our partners, as part of our overall benefits package.

Your development and growth

Whatever you do at Leeds Beckett and whatever you aspire to, we are committed to supporting you to develop your skills and build your career. We pride ourselves on providing interesting opportunities to equip all colleagues to thrive and fulfil their potential and have a range of development opportunities to stretch and support throughout the different stages of any career.



Our Wellbeing Commitment

We know that working and studying in a mentally healthy community supports us all to attain good wellbeing, feel happier, have clarity of purpose, and meet our goals and at Leeds Beckett University we are working to achieve this through a whole university approach. We have recently been awarded the University Mental Health Charter, putting wellbeing at the heart of everything we do.

Together, we actively encourage healthy behaviours to improve wellbeing. You can find out more about how we support colleague's physical, mental and financial health and wellbeing on our *website*.

Equality, Diversity, and Inclusion

Equality, Diversity and Inclusion is integral to our culture and at the core of how we work with all members of our community.

Leeds Beckett University is proud to be a Stonewall Diversity Champion and a Disability Confident Employer. The University holds an Athena Swan Bronze Award for gender equality and is working towards a Bronze Award with Advance HE's Race Equality Charter.

Join Our Community

We actively encourage all our colleagues to explore what is happening across the university community and to come along to our events and support your colleagues and students.

Working on a Campus keeps all of us connected with the wider university and the amazing teaching that is delivered every day. We have state of the art buildings on our city campus, whilst Headingly is more traditional with lovely green spaces and sport facilities that we can all enjoy.

Our Campus locations offer a range of facilities including Beckett Food and you can get your hands on a reward card to enjoy loyalty rewards and access exclusive offers.

Welcome to Leeds

Leeds is a vibrant, modern city with a rich industrial past and on the doorstep of natural beauty. It is the cultural, financial, and commercial heart of West Yorkshire and has one of the most diverse economies of all the UK's employment centres. Leeds is, and always will be, open for business and talent.

Please read our application guide to ensure that you have the best chance for success. You can find the guide here.

Thank you for your interest in working with us at Leeds Beckett University.

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