Professional Services Job Description

Job Title:	Legal Adviser
Ref No:	GLA3-R
Campus:	Hendon
Faculty/Service:	Governance & Legal
Grade:	8
Salary:	£51,569 per annum rising to £59,282 incrementally each year inclusive of Outer London Weighting
Hours:	35.5 hours per week. Actual daily hours by arrangement.
Period:	Permanent
Reporting to:	Senior Legal Adviser
Reporting to Job Holder:	N/A

Overall Purpose:
To provide the University with high quality legal advice and assistance on a wide range of issues predominantly relating primarily to employment and HR matters and also including commercial matters predominately relating to contracts, dispute resolution, company law, consumer law and charity law, governance, information governance and data protection, and general litigation including contentious employment, HR matters and Employment Tribunal proceedings.

Principal Duties:
• Lead on the provision of legal advice pertaining to all aspects of contentious and non-contentious employment and HR matters
• Providing high quality legal advice across a broad range of disciplines (e.g. research contracting, general commercial, dispute resolution, company law, consumer law, charity law and governance);
• Providing advice on, and supporting the drafting and negotiating of, contracts for all aspects of the University's business;
• Supporting the Senior Legal Advisor in her role as Data Protection Officer by assisting with advice on matters related to information governance and data protection;
• Provide advice and support to solve both legal and practical problems associated with University activities and legal responsibilities;
• Supporting due diligence reviews, including of the University's overseas activity, and contributing to the development of policies and frameworks to promote best practice and manage the University's risk exposure;
• Drafting and contributing to policy development to support legal compliance and corporate governance, particularly in relation to employment and HR matters;
• Assist the Senior Legal Advisor in supporting the Director of Governance in corporate governance enhancements and matters of general legal compliance;
• Assist the Senior Legal Advisor in acting as the gatekeeper and point of triage to external professional advisers, instructing and liaising as required, and monitoring their performance and implementing advice received as appropriate;
• Raising staff awareness within the University in relation to legal matters where staff should work with and/or consult legal services;
• Pro-actively advising on existing and forthcoming legislation that will impact upon the University's work and providing or advising on appropriate training for staff.

• Delivering legally orientated training and workshops;
• Building and developing networks of best practice internally and externally;
• Other duties as may reasonably be required from time to time to support the provision of legal services to the University;
• Demonstrate the University's values (as defined by 'Working Together – Code of Conduct') through the post-holder's behaviour at work, including his/her duties and responsibilities in respect of equality and diversity, health and safety, data protection, and any other legislative requirement.

Other duties

• To work with colleagues within Governance & Legal to develop systems, policies and/or procedures to support the development of Governance & Legal Affairs as a service;
• To undertake any other duties as required by the Senior Legal Advisor, the Director of Governance and the HR Director.

Person Specification

Job Title: Legal Adviser

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria

SELECTION CRITERIA:

Education/Qualifications
Essential:
• Hold a good (2i or above) undergraduate degree or equivalent in relevant subject or significant relevant working experience;
• Postgraduate qualification in law;
• Practicing solicitor or barrister;

Experience
Essential:
• In-house or private sector experience of working within the HE sector;
• Significant experience of contentious and non-contentious employment law compliance and HR matters.
• Drafting, advising on and negotiating contracts;
• Experience of advising on information governance, including data protection;
• Providing legal advice and commentary to a variety of audiences;
• Preparing policy or technical documentation with legal content;
• Experience of conducting a range of litigation relevant to the University's business.

Knowledge
Essential:
• Contentious and non-contentious employment law and HR matters
• Contract law
• Information governance, including data protection
• Dispute resolution and litigation.

Skills
Essential:
• Advise on legal matters with self-confidence, to be self-motivated and self-reliant, while appreciating when it is appropriate to seek advice from other internal colleagues or external legal advisors;
• Effective oral communication skills and exemplary written communication skills reflecting excellent standards of accuracy and attention to detail;
• Demonstrate and implement a practical and commercial approach to problem solving and negotiation in response to complex problems;
• Develop and sustain effective working relationships with a range of internal and external contacts and networks;
• Work both independently and as part of a team.
• Confidence in decision-making and negotiation with a wide range of internal and external stakeholders.
• Good IT skills and an interest in developing streamlined processes.

Equality Diversity and Inclusion

Essential:

• Demonstrable commitment to fairness and the principles of equality and inclusion.

Terms and Conditions

Diversity

We value diversity and strive to create a fairer, more equitable work environment for our staff and students. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

Flexibility

Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

MU Services Limited

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff. All University professional services staff job descriptions, policies and procedures and the University Professional Services Staff Handbook will apply to both Middlesex University staff and MU Services Limited staff during their employment, unless where expressly stated otherwise. Staff will remain with their current employer, unless they move to an academic or academic related role.

Annual Leave

30 days per annum plus eight Bank Holidays and seven University Days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Travel to Hendon Campus

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

Public Transport

Our Hendon Campus is well served by public transport with buses, London Underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL (www.tfl.gov.uk) and have a look at our directions and location map to help plan your travel: http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx

Parking

There are currently Regular Parking Permits and Pre-Paid Parking options available to new joiners. Further details are available on the Travel and Transport page on the staff intranet. Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.

Parking for Disabled Staff

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security

office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

What Happens Next?

If you wish to apply for this post please return to the portal and click on Apply Online.

If you wish to discuss the job in further detail please contact Jo Farrington, Senior Legal Adviser, J.Farrington@mdx.ac.uk