<table>
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<tr>
<th>Job Title</th>
<th>Legal Counsel</th>
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<tr>
<td>Faculty/ School/Department</td>
<td>Legal Services</td>
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<tr>
<td>Responsible to:</td>
<td>Head of Legal and Compliance</td>
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**Job Purpose**
Responsibility for the provision of legal advice and services on either commercial and contractual operational matters or academic and governance operational matters. In respect of all legal areas in which they practice the post holder will contribute to strategic initiatives across the University in a legal context. The role includes a high degree of autonomy and responsibility to work with key stakeholders to help to shape policy and establish credibility.

**Main activities and responsibilities**

1. To draft contracts and provide legal advice on contract terms and conditions, procurement and commercial disputes; and/or
   To provide legal advice on academic governance and regulations, including but not limited to CMA, QAA, student complaints and fitness to practice matters and to provide advice on all University policies and procedures. Whilst the principal focus will be on one of these areas the post holder will also be called upon to provide legal advice in other practice areas dependent on capacity; supporting other team members as required;
2. To conduct assigned matters including civil claims, legal proceedings, regulatory and or criminal allegations involving BCU as a direct or interested party;
3. To provide specialist advice and recommendations (on either contractual and commercial risk or regulatory, administrative and governance matters) to the appropriate University bodies in relation to the implications of existing or emerging legislation and regulation that impacts or may impact on the University and on the means by which legislative and regulatory compliance can most effectively be secured, working with other professional departments to develop overall strategy, procedures and processes to meet emerging requirements.  
4. To develop and recommend legal solutions to meet business requirements and ensure that these are owned by, and effectively implemented by line management. Encourage managers to take ownership of their legal issues and develop their confidence in this area
5. To develop and maintain appropriate and up-to-date BCU contract precedent banks taking into account of existing or emerging legislation and regulation;
6. To develop and maintain central contract registers and reporting, utilising the team case management system; and/or
   To provide guidance and advice to the Information Management team regarding central policy and procedures registers and repository;
7. Assist with the development, implementation and maintenance of effective governance arrangements including drafting, reviews and implementation of BCU policies and procedures relating to the relevant area of responsibility.
8. Represent Legal Services and participate in working groups, committees and other meetings across the University.
9. Provide support and guidance for members of the Legal Services team.
10. Ensure managers are advised of forthcoming legislative changes and equipped with the skills and knowledge to apply them.
11. Organise and where appropriate deliver training in relation to the specific areas of responsibility.

**Additional Key Requirements:**

**Managing people and resources**

- Monitor and manage budgets as required by the Head of Legal and Compliance
- Monitor and manage case management systems
- To maintain the highest levels of security and confidentiality, and ensure the integrity of all data, systems and networks with which the post holder is involved

**Communication**

- Communicate complex information to a wide variety of audiences in order to influence, achieve change where necessary and achieve results
- Create and maintain strong and influential working relationships at all levels within the University and externally

**Teamwork and collaborative working**

- Ensure that different teams within the Legal and Compliance Team and wider University central services work effectively together.
- Work flexibly and effectively across the Legal and Compliance function to promote and facilitate joined up thinking and action
- Lead teams within areas of responsibility and act to resolve conflicts within and between teams.

**Initiative, problem solving and decision making**

- Influence University decisions through providing expertise on a wide range of matters and leading or participating in relevant working group, committees and consultations.
- Identify and drive forward opportunities to improve efficiency, effectiveness and responsiveness of legal services and contractual processes.
- Resolve problems affecting the delivery of legal services.

**Work environment**

- Be aware of the risks in the workplace and the potential impact on own work and that of others. In own area of work conduct risk assessments, take steps to reduce hazards and take responsibility for the health and safety of self and others.
- Ensure that appropriate risk management processes are operational within own areas of responsibility.
**Person Specification**

- Current practicing lawyer (e.g. Solicitor or Barrister with current Practising Certificate/Bar registration.)
- Significant senior-level expertise and experience in at least one of the specific areas.
- Experience of working in a large organisation with a number of key stakeholders would be advantageous.
- Experience of providing a highly professional client service and management.
- Significant experience of drafting, negotiating and advising on relevant contract documentation would be advantageous.
- Experience of the design and delivery of appropriate training would be advantageous.
- Experience of HE sector or sectors with a similar regulatory and governance framework is desirable.
- Experience of international partnership contracts is desirable.
- Experience of advising on commercial and procurement law is essential and experience of working either in an in-house legal team or local authority is desirable.

Able to demonstrate:-

- Sound and detailed knowledge (in at least one of the specific areas) of the legal and compliance frameworks within which a UK University must operate.
- Excellent organisational skills to be able to set own direction and outcomes with minimal supervision.
- Ability to effectively communicate complex legal information at a senior level and to all colleagues and stakeholders.
- Excellent negotiating skills and the ability to be influential with senior stakeholders both internal and external to the organisation.
- Ability to provide coaching and mentoring to team members.
- Excellent interpersonal skills with the ability to build rapport at all levels in the organisation.
- Ability to think logically and clearly and to work to tight deadlines and to be flexible in approach to work.

**Special requirements**

- Able to undertake duties at different premises including any University campus as required.
- Additional travel may be necessary from time to time in order to attend conferences and events and effectively represent the University in key professional networks.
- May be required to work outside normal office hours to support University events and activities or meet service need.

**Expectations of all staff**

**Professional standards**

All staff employed by Birmingham City University are expected to exhibit high professional standards which promote and demonstrate the University’s core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.

**Equal Opportunities**

All staff are expected to understand and enact the University’s commitment to ensuring equality and diversity in all activities. This commitment is enshrined in the Equality Statement and core values.
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<tr>
<th><strong>Dignity at work</strong></th>
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<tr>
<td>Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect. The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.</td>
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<th><strong>Health and safety</strong></th>
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<td>The arrangements for meeting the University’s health and safety objectives are contained in the Birmingham City University Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University. All staff are expected to take reasonable care of themselves and those that may be affected by their actions.</td>
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<td>The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.</td>
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<td>All staff are expected to adhere to good citizenship, being generous with help and support to others, collaborating with colleagues and working for the benefit of the University as a whole. In particular working to provide a positive student experience and achieving excellence in all the University’s activities.</td>
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This job description indicates the expectations of staff at this level. Job descriptions are not exhaustive and you may be required to undertake other duties of a similar level and responsibility.