



University Solicitor (Maternity Cover)

Job Summary

Robert Gordon University (RGU) is widely recognised as a distinctive part of Aberdeen and Scotland's education landscape. Every one of our employees makes their own unique and equally important contribution to our success, at every level of our operation.

As a capable, ambitious and proactive Solicitor, you will provide high-quality legal advice and support across a diverse portfolio of university activities. Working closely with senior colleagues and stakeholders, you will play a key role in helping the university manage legal risk and support the delivery of its strategic objectives.

The role offers exposure to a broad range of legal matters including:

- commercial contracts and agreements;
- insurance, compliance and commercial issues;
- public procurement; • corporate governance;
- information and data governance (Data Protection/ FOI/EIRS);
- intellectual property including commercialisation and research activities;
- legislative and regulatory interpretation;
- internal complaints and appeals procedures and hearings;
- UKVI and student immigration matters;
- student accommodation and related matters.

You will also contribute legal expertise to a variety of corporate projects and initiatives and will liaise with the University's external legal advisors and other consultants as required. You will be a qualified Solicitor, ideally gained within an in-house legal environment. You will be a commercially minded professional who enjoys tackling a varied workload and building effective relationships with colleagues across the organisation.

This position is offered on a full-time basis for 10 months to provide legal support during a period of parental leave within the Department of Governance and Compliance. Applications from candidates wishing to work

0.8FTE will also be considered and a variety of flexible working patterns could be supported.

In keeping with RGU's commitment to work/life balance you will have the opportunity to work from home for a portion of the working week and also benefit from a generous pension scheme, 46 days annual leave (including statutory days) an onsite nursery and sports centre, as well as a range of voluntary health and travel benefits.

For further details please contact Veronica Strachan, University Secretary and Vice Principal – Governance (v.strachan@rgu.ac.uk).

This post is subject to a Disclosure Scotland check. For more information visit: <https://www.mygov.scot/basic-disclosure/>

As per the UKVI immigration rules, this role may be eligible for sponsorship under the Skilled Worker route. Sponsorship under this route is dependent on factors specific to the applicant and if tradeable points can be used under the rules.

Job Description

RESPONSIBLE TO: Head of Governance and Compliance

RESPONSIBLE FOR: No supervisory responsibilities

PURPOSE OF POST:

To provide legal and compliance advice to the University Executive, Senior Management and University Board, supporting effective decision making, risk management and the achievement of the University's strategic objectives.

To advise on a broad range of legal, contractual, regulatory and governance matters, complaints and appeals processes, and contribute to the development and review of University policies, procedures and frameworks to ensure compliance and good governance across the institution

PRINCIPAL DUTIES:

Provide lead expert legal advice to the University Executive and Senior Management on a wide range of legal matters affecting the University, including, but not limited to, corporate and commercial matters, strategic projects, dispute resolution, education, insurance, intellectual property and

other contractual matters; the University's obligations and compliance in relation to statutory and regulatory requirements including: Procurement, Data Protection, Equalities, Freedom of Information, Charities and other matters.

Provide expert legal advice for the University in such matters as: Governance, Legislation, Contracts, Compliance and dealing with regulators, Complaints and appeals procedures and hearings

Provide legal advice to working groups and other University groups as may be required by policy or strategic aims.

Prepare contracts and advise on or participate in contract negotiation on behalf of the University including providing specialist legal input into the Procurement process including preparation of ITT's, advising on T&Cs and preparing bespoke contracts where required.

Ensuring all contracts entered into by the University are on fair terms.

Liaise with University's insurance provider regarding contractual obligations and liabilities in relation to insurance requirements and communicating with the insurer regarding potential or ongoing legal claims including litigation.

Provide support and advice on complaints and disputes in which the University is involved, overseeing and managing the resolution of formal complaints and legal claims.

Provide advice and guidance to legal and contracts officers across the University.

Provide advice and guidance to Compliance Officer in relation to legal aspects of complaints.

Provide legal support for the University's other legal and compliance roles including the Data Protection Officer and Policy Officer as required.

Develop and maintain a set of template contracts for use by the University in appropriate circumstances.

When relevant and required, advise on matters in relation to novel and complex student issues including student conduct, appeals, criminal convictions, complaints handling and dispute resolution.

When required, advise the University Executive and Senior Managers on appropriate relevant policy and procedure, and monitor their effectiveness across the University.

Revise and formulate relevant new policies and procedures for approval, as appropriate.

Represent the University at relevant external events and to relevant external agencies as appropriate and engage in and represent the University at formal Legal networks including AULP.

Keep abreast of current and emerging developments in the external legal and legislative environment as it applies to the Higher Education and Charity Sectors and identifying and pro-actively implementing change as required.

Liaise across the University and with outside bodies/consultants on relevant matters. Including fostering a good working relationship with University's appointed external legal advisors.

Carry out such other cognate duties as may be required.

Person Specification

ESSENTIAL REQUIREMENTS

Qualifications and Professional Membership

Qualifying Scots Law Degree and PG Diploma in Legal Practice or equivalent
Current Holder of (or eligible to hold) a full Practising Certificate from the Law Society of Scotland

Knowledge

Demonstrated understanding of the Higher Education environment. Good understanding of legal issues associated with corporate governance. Good understanding of commercial business arrangements and related terms. Understanding of the regulatory framework governing public sector bodies in Scotland eg Freedom of Information, Data Protection, Public Procurement etc. Proven drafting, analytical, policy development and report writing skills. Knowledge and understanding of charity law.

Experience

Proven significant post qualifying experience in a relevant legal environment. Demonstrated capacity to deal with a wide range of complex legal issues and provide clear pragmatic legal advice. Significant experience of drafting, negotiating and managing contracts. Experience of dealing with matters of a sensitive and confidential nature. Proven experience of working

independently and authoratively without recourse to professional support. Experience of liaising with presenting to and influencing clients, particularly senior management, and external advisors. Experienced in preparing concise written reports and providing clear oral advice.

DESIRABLE REQUIREMENTS

Knowledge

Thorough knowledge of the legislative, regulatory and constitutional frameworks within which HE institutions operate.

Understanding of issues relating to the management of Intellectual Property Rights.

Experience

Experience of formulating policy.

Behaviours

Behaviour 1: Communication - Ability to receive, understand and convey information requiring careful explanation and information of a complex or conceptual nature, in a clear and accurate manner

Behaviour 2: Service Delivery - Experience of exploring and adapting a service to meet customers' expectations and also identifying ways of improving standards

Behaviour 3: Decision Making - Experience of using own judgement to make decisions, making collaborative decisions with others to reach conclusions and providing advice or information that will influence the decisions of others

Behaviour 4: Initiative and Problem Solving - Experience of resolving new problems where there is a mass of information or diverse, partial and conflicting data with a range of potential suitable options

Salary: 47389.00 - 56535.00 GBP per Year

Position Type: Full Time , Fixed Term 10 Month 35.0 Hours per Week