**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Director of Governance &amp; Legal Services, Legal Counsel and Deputy Secretary</th>
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<tbody>
<tr>
<td><strong>Department / Unit:</strong></td>
<td>Governance &amp; Legal Services</td>
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<tr>
<td><strong>Grade:</strong></td>
<td>10</td>
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<td><strong>Accountable to:</strong></td>
<td>Chief Operating Officer and Secretary to Council</td>
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<td><strong>Responsible for:</strong></td>
<td>The Secretariat, Internal Audit and in-house Legal Counsel team (comprising Assistant Legal Counsel [tba]; Head of Governance; Internal Auditor; Executive Officer for Council; Administration Assistant; Governance Support Assistant; Governance Assistant) and the Director of Health &amp; Safety</td>
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**Purpose of the Post**

Governance & Legal Services comprises four areas: the Secretariat, Internal Audit, in-house Legal Counsel and the Health & Safety Department.

The Director is responsible for providing assurance on legal, governance and, in conjunction with the Director of Health & Safety, health & safety matters, ensuring that the approach is robust, proportionate and practical. The Director is expected to drive effectiveness in institutional governance working closely with senior internal colleagues, and for leading the internal audit function, maintaining a broad understanding of institutional strategic planning and major issues affecting Higher Education to guide internal audit planning. The Director is responsible for providing line management and direction for the Secretariat, Internal Audit and in-house Legal Counsel team and the Director of Health & Safety, and for raising the profile of the Directorate across the College.

As Legal Counsel, the post-holder is responsible for the provision of expert support, guidance and advice on the full range of legal and regulatory issues affecting the College, acting as the College's legal representative as appropriate and managing its relationship with external legal providers.

As Deputy Secretary to Council, the Director is accountable to the Chair of Council and Vice-Chair of Council for the operational effectiveness of the governing body and its committees. The Director is expected to chair a number of related project boards, committees and working groups.

**Key Tasks**
Legal Services
1. Act as Legal Counsel for the College, providing effective, accurate, meaningful and timely legal advice including:
   - the interpretation of legal and regulatory issues, risks and the identification of practical recommendations to manage these risks
   - information and advice on legal queries, including ensuring appropriate responses to queries directly where appropriate, and instructing external legal services providers as required
   - the provision of legal advice on contracts and governance matters
2. Manage the College’s use of external legal services, including determining the most appropriate source of advice, monitoring performance against agreed standards and maintaining an overview of costs and leveraging the most proportionate and effective support from these services.
3. Ensure that the College is appropriately represented in negotiations and/or legal proceedings either taking on this role directly or by managing the instruction of external legal experts.
4. Ensure that the team remains up to date with legal reforms, and that briefings are delivered as required to develop a broad understanding of major legal and regulatory matters across the institution.
5. Provide the College Executive team with expertly-informed advice and recommendations for action in response to any new, or change in, legislation affecting the College.
6. Participate in professional legal and sector-specific networks, continuing professional development activities and maintain a current and valid practicing certificate.
7. Supervision and development of the Governance and Legal Services team on matters of law and regulation, as required.

Legal Compliance:
9. Act as the UKVI Authorising Officer for the College.
10. Line manage the Director of Health & Safety ensuring that the overall approach is proactive, effective and strategically-informed.

Data Protection Compliance
11. Act as the institution’s Data Protection Officer as prescribed by GDPR and the Data Protection Act 2018 with support from the Head of Governance.
12. Lead the institutional-wide implementation programme to ensure that the College is in compliance with the primary requirements of GDPR and the Data Protection Act 2018, ensuring that the staff responsible for information governance develop the institutional policies, procedures and associated business practices required.

Internal Audit
13. Oversee the institution’s internal audit function ensuring that it adds value to strategic and operational decision making.
14. Develop strong and effective liaison between key members of the Executive and the internal audit provider in order to shape audit planning.
### Governance

15. Act as Deputy Secretary to Council, providing high level advice and support to the Chair and Vice-Chair on the management of committee business as required by the Secretary to Council.

16. Deputise for the Secretary to Council as required.

17. Oversee the Secretariat ensuring that the function seeks continuous improvement to institutional governance.

### Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.