

JOB DESCRIPTION

Job Title:	Legal Counsel
Department / Unit:	Department of Governance and Legal Services
Job type:	Full-Time, Permanent, Professional Services
Grade:	RHUL 8
Accountable to:	General Counsel
Accountable for:	
Purpose of the Post	
<p>To work closely with the General Counsel to provide an effective and comprehensive in-house legal service to the University.</p> <p>It is expected that the Legal Counsel will focus on contract law and student cases but will be required to assist with the full range of matters upon which advice is sought from legal services.</p>	
Key Tasks	
<p>Legal advice</p> <ul style="list-style-type: none"> • To be responsible and accountable for providing timely, pragmatic and commercial legal advice to internal stakeholder clients on a wide range of legal issues including, but not limited to, commercial contracts, consumer law, charity law, data protection, intellectual property, dispute resolution, employment law, procurement and real estate. • To conduct litigation on behalf of the University, with support from external legal suppliers as required. • To draft correspondence on behalf of internal stakeholder clients on a range of matters, and to take the lead on responding to communication from external stakeholders on the legal matters. • To work collaboratively to support the development of the University and the management of legal risks across all aspects of the University's business, working closely with, supporting and influencing senior management. • To manage and advise on the interaction between the commercial, governance, compliance and legal aspects of matters referred to legal services and to support the University to achieve its strategic objectives. 	

Compliance

- To provide advice on sector-specific regulatory developments and to contribute to the development and maintenance of guidance notes and precedent documents.
- To assist with the implementation of best practice including contributing to the development of policy and procedure and staff training.

Contracts

- To draft, review, advise and negotiate commercial contracts, including but not limited to licences, non-disclosure agreements, collaboration agreements, grant agreements and to contribute to the development and maintenance of a bank of model contract templates and user guidance notes.
- To advise on the risks associated with draft contract terms, options available and to lead on contract negotiations as required.
- Provide advice relating to intellectual property rights and advice on risk mitigation.
- Advise the procurement team on regulatory risks and assist in negotiation of framework agreements and call off contracts.
- Undertake due diligence on contingent liabilities arising from existing contracts and advise on measures to mitigate those risks

Other

- Assisting in the continuing professional development of the Junior Legal Counsel.
- To communicate both verbally and in writing to a consistently high standard with the ability to translate and present complex legal advice in a way that can be clearly understood by a variety of audiences.
- To be solution focussed always looking positively for ways in which internal clients desired outcomes can be achieved.
- To deliver training as required to staff on recent legal and regulatory developments.
- To undertake legal research as required, and to monitor legal, regulatory and sector-specific developments and advise on their potential impact on the University.
- Maintain the contract data base for Legal and Governance and work with internal stakeholders to broaden the base for central contract management.
- To be responsible for own internal and external networking opportunities as appropriate and to share knowledge within the University.
- To manage relationships with internal stakeholder clients, and external contacts, maintaining the good reputation of the University's legal services function and delivering an excellent level of service.
- To deputise for the General Counsel, where appropriate.
- Any other duties as may reasonably be requested.

Other Duties
<p>The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.</p> <p>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</p>