1 Advertisement

Post Title: Legal Counsel  
School/department: Office of the General Counsel (OGC), Division of General Counsel, Governance & Compliance  
Hours: full time, but part time hours will be considered. Requests for flexible working options will be supported (subject to business need).  
Contract: fixed term for two years.  
Reference: 2969  
Salary: Between £41,526 and £49,553 per annum, FTE.  
Placed on: 7 January 2020  
Closing date: 3 February 2020. Applications must be received by midnight of the closing date.  
Expected Interview date: w/c 10 February 2020  
Expected start date: the position is available immediately.

The Office of the General Counsel (OGC) is part of the Division of General Counsel, Governance & Compliance (GCGC), within the University’s Professional Services Team.

The aim of OGC is to deliver high quality, pragmatic legal advice at pace across the broad range of the University’s activities, delivering an efficient and effective service that provides excellent value for money to the University.

The work of OGC is fast-paced, often reactive and integral to delivering the University’s policy and operational priorities. The legal issues are often complex and sensitive and span a variety of topics, for example: employment, commercial, contract, consumer, housing, land, licensing, charity, public and information law; civil litigation; a variety of regulatory areas; complaints and discipline procedures; and coronial and criminal law.

Members of OGC must work collaboratively with other members of the Professional Services Team and academic colleagues to deliver pragmatic, robust, high quality advice that is based on a sound assessment of legal risk.

[For details and how to apply see our vacancies page]

To apply, applicants should submit a CV and a covering letter of no more than two sides of A4 explaining how they meet the Person Specification and Essential Criteria, and where possible, the Desirable Criteria.

To discuss the post, please contact Kate Gannon (K.Gannon@sussex.ac.uk), to arrange to speak to the General Counsel, Bridget Edminson.

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.
2. **The Division**

The Division of General Counsel Governance & Compliance (GCGC), is led by the University’s General Counsel and Director of Governance & Compliance. Her remit is to: provide the University’s in-house legal function (the Office of the General Counsel, OGC); provide secretariat support to the University’s Council, the University’s Executive Group and their committees (Governance Services, which includes the Vice Chancellor’s Office); and lead or oversee a variety of compliance functions, such as Health & Safety, Risk & Business Continuity, Information Management, Prevent, UK Visas & Immigration, Competition & Markets Authority, Disclosure and Barring Services, and Office for Students requirements.

OGC currently comprises: the General Counsel, two Senior Legal Counsel and three Legal Counsel; this post will be the fourth Legal Counsel position. OGC is supported by an Executive Assistant. The creation of this new post reflects the high volume of work in OGC.

OGC is committed to ensuring that we work collaboratively to deliver services to academic and Professional Services colleagues by: sharing best practice, developing robust Knowledge Management processes to build resilience, and the provision of Legal Awareness training to help our non-legal colleagues deliver their operational requirements as efficiently and effectively as possible. The post holder will be expected to support these goals within OGC.

3. **Job Description**

**Job Description for the post of:** Legal Counsel  
**Department:** General Counsel, Governance & Compliance  
**Unit:** Office of the General Counsel  
**Location:** Sussex House  
**Grade:** 8  
**Responsible to:** Senior Legal Counsel  
**Responsible for:** No direct reports.

The aim of OGC is to deliver high quality, pragmatic legal advice at pace across the broad range of the University’s activities, delivering an efficient and effective service that provides excellent value for money to the University. The post holder, who must be qualified to practise as a barrister or solicitor in England and Wales, will be expected to play a leading role in supporting the OGC function.

The work of OGC is fast-paced and integral to delivering the University’s policy and operational priorities. The legal issues are often complex and sensitive and span a
A variety of topics, for example: employment, commercial, consumer, contract, housing, land, licensing, charity, public and information law; civil litigation; a variety of regulatory areas; complaints and discipline procedures; and coronial and criminal law.

The post holder will have the skills and motivation to deal confidently with new or unfamiliar areas of law, as well as leading on areas of specialism. This is an excellent opportunity for a lawyer who wishes to develop core advisory skills across a general legal practice.

The post holder must be able to evidence all Essential Criteria; providing evidence of how Desirable Criteria are met will be an advantage.

To apply, applicants should submit a CV and a covering letter of no more than two sides of A4 explaining how they meet the Person Specification and Essential Criteria, and where possible, the Desirable Criteria.

4. Person Specification

You must be qualified to practise as a barrister or solicitor in England and Wales.

You must be committed to your Continuing Professional Development.

Essential Criteria:

Professional skills:
- Possess a sound understanding of the listed areas of law (below)
- Good general advisory skills
- Demonstrably sound legal judgement and appreciation of legal risk
- Ability to think strategically and creatively, see legal issues in their wider context and advise accordingly
- Sound analysis, utilising effective legal research, to produce timely, high quality solutions-focused advice
- Excellent oral and written communication skills

Effective decision making:
- Good ability to analyse and evaluate data to identify risks and make well-considered, pragmatic decisions
- Identify the main issues in complex legal problems and work collaboratively with colleagues to deliver the best solutions
- Use your initiative to think more broadly than the specific question posed to provide holistic advice

Collaborating and partnering:
- Work as an effective team player with colleagues from across the University
- Seek constructive outcomes in discussions, challenge assumptions, but remain willing to compromise when it is beneficial to do so
- Be approachable and build strong interpersonal relationships
• Quickly gain the confidence and respect of senior stakeholders

 Managing a quality service:
• Deliver at pace
• Self-motivated and resilient
• Review, challenge and adjust performance levels and priorities to ensure high quality outcomes are delivered on time
• Maintain effective performance in difficult and challenging circumstances, encouraging others to do the same
• Produce and maintain Knowledge Management materials to build resilience within the team
• Deliver Legal Awareness training for non-lawyers

 Areas of law:
• A sound understanding of employment law would be a distinct advantage
• GDPR and Freedom of Information
• Contract law

 Desirable criteria

 Areas of law:
• Public law
• Regulatory law
• Knowledge of any of the areas listed in the preamble will be a distinct advantage

 Knowledge areas:
• Experience of working in or with a large and complex organisation
• An appreciation of the Higher Education landscape and the challenges facing HEI would be an advantage