## **Job Profile**

**Post: Paralegal (Legal Assistant)**

**Job number: 0001LIC**

**Reports to: University Solicitor**

**Hours: 1 FTE: 37 hours per week**

**Contract type: Permanent**

**Campus base:** Based at Bishop Otter Campus, Chichester, but required to work at any centre where University business is conducted that is within reasonable distance of the campus base.

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**Function of the Post:**

You will work as part of a small team, acting as legal assistant to the University Solicitor, providing an efficient and effective legal service to the University and related organisations.

With appropriate supervision, you will handle your own caseload and responsibilities, managing priorities and responding to organisational needs. You will provide internal clients with basic advice and support the production and management of contracts within the existing precedent bank. On more complex matters, you will take instructions, conduct legal research, and support the University Solicitor in responding as appropriate.

**Principal Accountabilities:**

1. Provide support to the University Solicitor, including, without limitation, assisting with the preparation of legal advice, contracts, reports to VCG and Board, training course preparation and delivery and general correspondence.
2. Administer of the University’s Critical Risk Register and the annual review and reporting cycle. In conjunction with the University Solicitor, this will involve liaison with senior management and Heads of Department to ensure the risks are regularly reviewed and mitigating actions followed up.
3. Responsibility for the operational management of Freedom of Information requests and associated information gathering, responses and filing.
4. Responsibility for the management of the University’s insurance policies, the annual renewals process, and liaison with the insurer on minor claims.
5. Support for the management of internal and external audits, and follow-up tracking.
6. Conduct legal research on a wide variety of subjects within the Higher Education Sector.
7. Support for the management and co-ordination of outsourced legal advice where required.
8. Monitoring of emerging legal issues for the University within assigned areas, ensuring developments are identified and presented to the appropriate University forums, raising awareness of current legal issues or developments and changes in the law or legislation.
9. Engage in formal legal networks, and participate in University legal networks to ensure knowledge and best practice within the HE legal commercial sector is gained and applied within the University.
10. Responsibility for the development and management of the Legal Office administrative systems and matter and contract filing, ensuring all records, documents and correspondence are maintained and updated as appropriate, protecting confidentiality where appropriate.
11. Provide support for the University’s other legal/compliance-related roles, including the Data Protection Officer and University Secretary, covering (for example) queries related to legal governance, and on the application of University policies.
12. Deputise for the University Solicitor as required and where appropriate.

**Teamwork**

* Understand and actively embrace the University’s distinctive sensibility, the qualities, values and characteristics expected of everyone working for the University.
* Act as a responsible team member, leading where agreed, and develop productive working relationships with other members of academic and professional services staff.
* Contribute to and/or lead on team and departmental meetings, training and/or committees internally or externally.
* Contribute to the development of new systems and procedures.
* Work with colleagues and students to sustain and strengthen an inclusive, supportive, caring and authentic learning community.

**Other duties:**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. The list of duties in this job profile should not be regarded as exclusive or exhaustive and require a flexible approach to work.  Please note that, in consultation with you, the University reserves the right to update your job profile to reflect changes in, or to, your post.

**Equality, Diversity & Inclusivity**

* Take responsibility for upholding and complying with the University’s Equality, Diversity and Inclusivity policies and for behaving in ways that are consistent with fair and equal treatment for all.
* Take responsibility for own learning and engagement with equality issues and actions and consider the impact of their actions to ensure that they do not have a detrimental effect on achieving equality of opportunity.

The University believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued and respected.  The University is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the University has a number of policies that staff should ensure they are familiar and compliant with.  All policies are available on the University’s Intranet.  Any breaches may lead to termination of employment.

**Health and Safety**

Take responsibility for ensuring that workplace responsibilities within the University are carried out with full regard to, and in support of, the University’s Health and Safety policies.  This might include acting as Health and Safety Co-ordinator, Fire Warden, Risk Assessor, First Aider or other Health and Safety Representative.

**Sustainability and Environment**

The University is fully committed to sustainable development and environmental initiatives.  It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues.  The University will continuously seek to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice.  All staff are required to support the aims of the University's Environmental & Sustainable Development Policy.

**Data Protection**

You will be responsible for ensuring that workplace responsibilities, within the department, are carried out in compliance with the requirements of the Data Protection legislation and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

**Right to Work**

The current British and European Law states that the University cannot employ a person who does not have permission to live and work in the UK. Immigration guidance information is available at <https://www.gov.uk/guidance/new-immigration-system-what-you-need-to-know>. All new employees will need evidence of their right to work including evidence of settled status, pre-settled status or a valid visa.

**Disclosure Service Certification from the Disclosure and Barring Service**

University staff may be required to hold Disclosure Service certification from the Disclosure and Barring Service (DBS). The University is a registered body with the Disclosure Service, reference number 20537300005. Further information about the Disclosure and Barring Service is available from the DBS website at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

**Principal Attributes and Person Specification:**

**Essential** requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, or equivalent qualifications and experience.

**Desirable** requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

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|  | **Essential** | **Desirable** | **Evidenced through** |
| **Knowledge and Qualifications** | Undergraduate degree or relevant work experience.  Demonstrable knowledge of setting up, maintaining and reviewing administrative systems. | Law degree or equivalent level qualification, or progression towards same.  Willingness and ability to progress through formal legal training.  Experience of working within a Higher Education environment.  Understanding of Data Protection and Freedom of Information legislation and processes. | Application/CV  Documentary Evidence |
| **Skills** | High standards of customer service with a helpful and confident approach.  Able to communicate effectively and demonstrate empathy when dealing with enquiries from staff and students.  Good interpersonal skills, and strong administrative, organisational and time management skills.  Demonstrated ability to build relationships, respect confidentiality and professional ethics, and negotiate and influence others.  Able to articulate principles and concepts clearly and concisely both in writing and orally.  High standards of literacy and numeracy.  High level of proficiency in a variety of IT packages, including Microsoft Teams and Outlook. Excellent word processing, spreadsheet and database skills.  Proven high levels of accuracy and attention to detail.  Ability to successfully co-ordinate and prioritise workload.  Able to work on own initiative as well as part of a team in a pressurised time-bound environment. | Appreciation of the legal context of a Higher Education Institution.  Ability to develop and maintain productive professional networks.  Proficiency in the use of advanced IT and collaboration tools such as SharePoint and Power Automate. | Application/CV  Interview  References/ |
| **Experience** | Experience of working in an administrative capacity.  Experience of dealing with a high volume of tasks and competing deadlines. | Relevant experience within a Higher Education Institution.  Wider understanding of the Higher Education sector.  Relevant legal administrative experience. | Application  Interview  References |
| **Personal attributes** | Diplomatic and able to exercise tact, discretion and confidentiality.  Able to work effectively alone or as part of a team, working unsupervised and using own initiative as required.  Able to work flexibly and positively with a helpful attitude to work. |  | Interview  References |

**Salary Grade: [9]**

**Date profile is raised: December 2021**

**Skilled Worker Route SOC Code: 2419**