

Job Description

Position: Legal, Governance & Compliance Manager

Academic School/Service: Vice Chancellor's Office

Reference: VCO-001/P

Grade: 7

Status: 2 year FTC

Hours: Full Time

Reporting to: Assistant Registrar

Main Function of the Position:

Within the University working as part of the Registry Team, when required, to support and/or lead on legal, corporate governance and compliance related matters and the delivery of effective advice, oversight and associated decision making.

Assisting the Assistant Registrar and (when required by the Assistant Registrar) other members of the University:

- to advise on legal matters such as student related matters, contracts, intellectual property, dispute resolution and legislative compliance by providing high quality legal advice, assistance and support to staff at all levels within the University.
- to interpret and advise upon relevant legislation and compliance/regulatory guidance.
- to support and advise on corporate governance related activities/projects within the University Group by overseeing, monitoring and reporting on subsidiaries.
- to support and provide company secretarial support (where required) and committee servicing.
- to provide advice, assistance and support to colleagues across the University in relation to agreements, contracts, legally contentious matters, legal proceedings and/or disputes and settlements including drafting of agreements, review, negotiation and submission with third parties on behalf of the University and, if required, issue or defend court proceedings and represent the University at court hearings.
- to support the Assistant Registrar, oversee the protection of intellectual property across the University.
- to assist University staff in the development and review of appropriate policies and procedures.

Principal Duties and Responsibilities:

1. Undertake such tasks as are required to deliver the main functions of the position as set out above.
2. Keep abreast of changes in law relevant to University developments and policy issues ensuring that such changes are identified and to advise the Registry Team on appropriate action.
3. Co-ordinate the University's interactions with external law firms in legal areas as determined by the Assistant Registrar.
4. Provide information and reports to and participate in relevant Committees as required.
5. Provide specialist/procedural advice to managers across the University regarding the application of governance related policies, procedures and practices – collecting evidence of compliance as required.
6. Develop relevant policies and procedures as required from time to time by the Assistant Registrar – sourcing and benchmarking comparative data/information on governance administration and practice within Higher Education and other complex organisations.

7. Provide regular reports to the Assistant Registrar on progress and developments in the subsidiaries relevant to the above.
8. Support the Registry Team facilitate and deliver throughout the University Group:
 - good governance, maintenance of accurate up-to-date and legislatively correct governance/compliance related policies and procedures, and timely approval and filing of all necessary company returns.
 - high quality support for the formal decision-making processes at the University Group's committees, ensuring timely and efficient delivery of business and dissemination and implementation of decisions, and provide support to the Assistant Registrar to ensure the oversight of effective drafting, collation and circulation of committee reports.
 - the provision of proper company secretarial support (where required) and committee servicing for University subsidiaries and their respective Board of Directors.
 - sound and reliable advice to senior managers and Board members on University Group governance matters and associated compliance/legal requirements and practice.
 - Board/Board sub-committee member succession planning activity throughout the University Group, and co-ordinate associated eligibility assessment, induction, training and development of all members.
 - where required, support and facilitate the University Group's internal and external audit arrangements.
 - support and advise on the implications of existing/emerging regulations/legislative/trends on the University Group.
 - where required, support and facilitate risk management, and emergency management/business continuity processes.
9. Ensure a safe working environment and abide by University Group health and safety policies and practices and to observe the University Group Equal Opportunities policy and Dignity at Work policy at all times.
10. Ensure and maintain integrity and confidentiality of data associated data protection requirements in line with statutory and corporate requirements.
11. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

Note:

This is a description of the position requirements, as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

An appropriate conflict of interest procedure will be put in to place to deal with any perceived or actual conflicts of interest that might arise out of the reporting lines.

Please note that this appointment is subject to an Enhanced Disclosure and Barring (DBS) Clearance.

Person Specification

Position:	Legal, Governance & Compliance Manager	Reference:	VCO-001/P
Service:	Vice Chancellor's Office	Priority	Method of
Criteria		(1/2)	Assessment
1 Qualifications			
1 a)	Degree (desirable in legal related area) or equivalent standard level qualification.	Priority 1	CV/Documentation
1 b)	Current membership of a relevant professional body (e.g. SRA Practising Certificate, CILEX and/or chartered secretarial qualification or equivalent, i.e. Chartered Governance Institute)	Priority 1	CV/Documentation
1 c)	A postgraduate qualification.	Priority 2	CV/Documentation
2 Skills / Knowledge			
2 a)	(i) Understanding / knowledge of the governance requirements for Higher Education and application of best practice in governance arrangements.	Priority 1	CV/Interview
	(ii) Understanding / knowledge of the governance requirements for Further Education and application of best practice in governance arrangements.	Priority 1	CV/Interview
2 b)	(i) Understanding / knowledge of the legal and compliance requirements for Higher Education and application of best practice in legal and compliance arrangements.	Priority 1	CV/Interview
	(ii) Understanding / knowledge of the legal and compliance requirements for Further Education and application of best practice in legal and compliance arrangements.	Priority 1	CV/Interview
2 c)	Able to work effectively both independently and in a group/team at different levels within an organisation.	Priority 1	CV/Interview
2 d)	Excellent customer relationship skills, and excellent verbal and written communication skills.	Priority 1	CV/Interview /Presentation
2 e)	Ability to offer impartial legal advice.	Priority 1	CV/Interview
2 f)	Able to lead, develop and implement process design and improvement with associated evaluation and measurements of effectiveness.	Priority 1	CV/Interview
2 g)	Able to prioritise a demanding workload and effectively deliver in a high pressure and constantly evolving environment.	Priority 1	CV/Interview
2 h)	Proficient in the application of IT systems and capable of utilising IT and electronic media with respect to the requirements of the role.	Priority 1	CV/Interview
2 i)	Ability to keep full and accurate records of meetings and decisions.	Priority 1	CV/Interview
2 j)	Ability to develop effective and collaborative working relationship across the University Group, high levels of negotiation and persuasion skills in liaising confidentially and effectively with key stakeholders.	Priority 1	CV/Interview
2 k)	Understanding of project management practices and methodology.	Priority 2	CV/Interview
3 Experience			
3 a)	Credible experience of providing legal advice, assistance and support on student related matters, contracts, intellectual property, dispute resolution and legislative compliance.	Priority 1	CV/Interview

3 b)	Credible experience of servicing or managing committees / boards or credible comparable experience.	Priority 1	CV/Interview
3 c)	Previous experience of providing advice at board and/or senior executive level (on ensuring compliance and developing policies).	Priority 1	CV/Interview
3 d)	Experience of preparing and presenting reports and management information to inform decision-making.	Priority 1	CV/Interview
3 e)	Credible experience of working in a further and/or higher education institution.	Priority 1	CV/Interview
3 f)	Experience of initiating, developing and implementing good governance and/or effective management at a senior level.	Priority 1	CV/Interview
3 g)	Experience of analysing and interpreting legislation.	Priority 1	CV/Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment.	Priority 1	Interview
4 b)	Commitment to continuous improvement and creative ways of working.	Priority 1	Interview
4 c)	Efficient and well organised; capable of working under pressure to a tight deadline and an ability to prioritise.	Priority 1	Interview
4 d)	Able to work co-operatively and sensitively with colleagues, demonstrating discretion and where required confidentiality, and develop effective internal and external networks.	Priority 1	Interview
4 e)	Able to critically reflect on all aspects of own contribution to the role and be pragmatic in approaches as required.	Priority 1	Interview
4 f)	Able to network effectively with external organisations.	Priority 1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University.	Priority 1	Interview
5 b)	Working knowledge of and commitment to the principles of and the compliance requirements relating to the Data Protection Act, Freedom of Information Act, Bribery Act, Prevent, Safeguarding, UKVI and equal opportunities and diversity.	Priority 1	Interview
5 c)	Maintain awareness and understanding of developments in governance, law, the further and higher education sector and carry out personal and professional development to enhance subject authority.	Priority 1	Interview
5 d)	Available to work flexibly and remotely and to travel as appropriate in order to meet the needs of the service.	Priority 1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required