

Legal Counsel

Basic information

Band: D

Job family: Legal

Terms: Permanent

Location: Cheltenham

Reports to: Principal Legal Counsel

Team: Legal and Compliance

Business unit: Finance and Corporate Services (FCS)



Role purpose:

To support UCAS through the delivery of an excellent legal service, including the timely provision of pragmatic, robust, business-friendly advice and solutions. Support all parts of the business, in all areas of the law, and work with various teams throughout the business to achieve strategic objectives and outcomes.

Working in the Legal and Compliance Team, reporting to the Principal Legal Counsel, you will be the primary contact for colleagues seeking legal assistance. You will possess sound technical knowledge and commercial acumen, with the ability to build strong and effective relationships with your internal/external customers and team members, together with excellent time management skills.

This will be a challenging and stretching in-house role, which demands a combination of excellent technical legal expertise, strong interpersonal and communications skills, and sound commercial judgment. Advice and input will be required to be given across a broad range of legal areas, and you will need to have the ability to balance competing priorities, work flexibly in an agile working environment, identify opportunities to make improvements to legal and operational processes to add value to the business, and have the ability to influence effectively at all levels of the organisation.

Key duties and responsibilities:

- Provide accurate, robust, pragmatic, timely, and proactive legal advice and solutions to the legal issues faced by the UCAS group of companies. The role may at times encompass all areas of law arising in the operation of the business.
- Work on matters including data protection, FOI, antibribery, and equality and diversity.

Contracts and contract management

- General contractual advice, and effective management of contractual disputes.
- Advise on general commercial matters as they arise within the context of a charity and its commercial trading subsidiary.
- Maintain a database of contracts, and develop and oversee an orderly and complete contract management process.
- Conduct a review of existing contracts and caseload with a view to establishing organic savings.
- Draft and advise ad hoc contracts.
- Assist with the development and maintenance of a legal precedent library of knowhow, and UCAS standard terms documents.
- Assist with the drafting and delivery of in-house legal training, and sharing of legal best practice with the Legal Team and stakeholders in the business.
- Continual horizon scanning of changes in law for effective and proactive legal risk management, to futureproof UCAS' business and operations.

ITC/IP

- Assist and advise on areas of intellectual property, and take appropriate enforcement action where required.

Teamwork

- Work effectively as part of the FCS department and wider business. Maintain good communication with the Principal Legal Counsel, raising any issues, problems, or time pressures as soon as possible.

Personal specification:**Essential:**

- A lawyer, who ideally will have worked in-house, and has wide ranging commercial experience.
- Experience of wide ranging legal areas – in particular, commercial contracts, data protection, and consumer law.
- Strong technical skills and good attention to detail are essential to be viewed as a valued business partner.
- Ability to take ownership of, and accountability for, the legal affairs of UCAS' business that the role supports.

- A positive, proactive attitude – you will be a solutions-driven, dynamic lawyer with a creative flare and excellent people skills, to build and maintain strong and effective relationships with customers and other team members.
- Contract management and procurement experience.
- Development and implementation of compliance policies and processes that may include competition law, data protection, and safeguarding children/DBS compliance.
- Excellent interpersonal and communication skills.
- Risk management, issue resolution, and contingency planning.
- Strong negotiation skills and experience of third party supplier contracts.

Desirable:

- Knowledge of the policy and political environment in which UCAS and key partners operate.
- Advantageous to have knowledge of appropriate IT applications, including customer relationship management and contract management systems.
- Experience of producing and giving presentations to a variety of audiences.

This role profile sets out the scope and main duties of the post at the date when it was drawn up. Such details may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the level of the post. All UCAS employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility.

Our values in action

Customer-focused – We understand what our customers want, and we act on their changing needs.

Collaborative – We collectively create an engaging and positive work environment.

Accountable – We take ownership of our individual and organisational performance.

Service excellence – We realise, grow, and maximise our potential.

Trusted – Individuals are trusted to make informed decisions and take appropriate risks.