



Job Description and Person Specification

Summary

Job title:	Associate Director Legal and Compliance Services
Area:	Legal and Compliance Services
Reference:	EHM0321-0426
Grade and Salary:	Competitive Salary
Contract Type:	Permanent
Hours:	Full Time (37 hours per week)
Location:	Campus based role. Ormskirk, Lancashire, L39 4QP
Responsible for:	Legal Services, Data Protection, UKVI Compliance, Insurance, Prevent and Safeguarding Compliance
Reporting to:	Chief Student and Governance Officer (CSGO)

About the Role

You will provide in house legal advice, strengthening the University's frameworks and procedures to ensure legal compliance. You will provide strategic, actionable advice on legal matters across the University and oversee specialist teams responsible for the management of compliance with data protection, immigration and consumer law.

You will act as a trusted advisor for the University Executive and internal stakeholders at all levels, and support a range of professional services teams with their legal and contractual needs. You will be adept at forming good working relationships with internal and external stakeholders and act as a gatekeeper for external legal advice where appropriate. You will also be an integral member of the broader team responsible for institution-wide governance, strategic assurance and risk oversight, under the Chief Student and Governance Officer.

We are seeking a qualified solicitor who holds a current Practising Certificate from the Solicitor's Regulation Authority. You will have significant post-qualification experience in a complex and highly regulated organisation, ideally within the higher education sector, together with experience of service delivery and team leadership.

Duties and Responsibilities

Strategic Leadership

- Provide strategic and operational leadership across all legal services within and for the University, ensuring comprehensive legal guidance for commercial and academic operations.
- Direct and oversee the work of teams supporting compliance with specific legislative frameworks, including data protection and immigration compliance.
- Cultivate a deep understanding of the higher education regulatory environment, tracking any regulatory or legislative changes that may impact the University and providing appropriate advice and guidance to the CSGO and broader University Executive.
- Assess current legal risks for the University and direct and prioritise legal work, projects and improvements exercising your professional expertise to mitigate, reduce or remove any such risks

Legal Services

- Provide expert legal advice across a broad portfolio, ensuring robust and practical solutions
- Draft, review and amend a broad range of contracts, licences and agreements, including but not limited to commercial contracts, research and collaboration agreements, terms and conditions for the University's purchase of goods and services and also its provision of services to external parties, software and publisher licences, NDAs and other agreements.
- Review, develop and maintain appropriate templates for key business areas.
- Provide advice on compliance with relevant legislation including Data Protection, Freedom of Information, Equalities Act, Safeguarding and UK Visa and Immigration.
- Review and ensure ongoing maintenance of student-facing terms and conditions, and oversee the University's compliance with consumer law and the OfS student protection framework.
- Provide advice in relation to the University's subsidiary company portfolio.

Compliance Services

- Lead and develop specialist professional staff in Data Protection and Information Assurance, UKVI Compliance, Prevent and Safeguarding Compliance and Insurance, advocating on their behalf to support and improve compliance across the University, with the Senior Leadership Group and the Executive Board.
- Chair appropriate committees or groups with responsibility for overseeing compliance with legal and regulatory frameworks and raise awareness of policy and compliance requirements across the University.

Stakeholder Engagement

- Lead on the development of legal policies, frameworks, and training programmes, and work closely with colleagues at a senior level across the University to embed best practice, advising on and taking account of legislative changes.
- Develop a strong internal profile with all departments to provide specialist knowledge and expertise on contract management processes and to create and maintain a central repository of contracts.

- Collaborate with colleagues working on research contracts and intellectual property to ensure legal alignment and support, including with regard to export controls compliance.

In addition to the above all Edge Hill University staff are required to: adhere to all University policies and procedures; complete all mandatory training and induction modules, including Equity, Diversity & Inclusion and Health & Safety; engage in appropriate learning and development activities; actively participate in performance review; demonstrate excellent customer care; contribute to an inclusive environment for everyone; respect confidentiality; act in a sustainable and environmentally conscious manner; and proactively consider accessibility in all aspects of your work.

Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

Person Specification

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
Qualified solicitor eligible to practise in England and Wales	Essential	Application
Current practising certificate and commitment to maintaining professional registration	Essential	Application

Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
Significant post-qualification experience across diverse practice areas.	Essential	Application and Interview
Proven experience in contracts, litigation and regulatory compliance	Essential	Application and Interview
Experience working in the Higher education sector or a regulated public sector environment	Essential	Application and Interview
Able to highly effectively plan and organise service delivery and to be responsive to business needs	Essential	Supporting Statement and Interview
Advanced understanding of the Office for Students and Office of the Independent Adjudicator frameworks.	Essential	Supporting Statement and Interview
Experience in intellectual property and commercial partnerships	Essential	Supporting Statement and Interview
Outstanding communication skills, able to explain complex legal and regulatory issues clearly to non-legal audiences	Essential	Supporting Statement and Interview
Practical and collaborative approach to problem solving and legal risk management	Essential	Supporting Statement and Interview

Criteria	Essential or Desirable Criteria	Method of Assessment
Commitment to engaging with sector networks and maintaining professional awareness of emerging legal issues within the Higher Education sector	Essential	Supporting Statement and Interview
Experience working with senior stakeholders and providing advice at board/executive level	Essential	Supporting Statement and Interview
Experience managing data protection, freedom of information and consumer protection matters	Essential	Supporting Statement and Interview
Understanding of immigration law and its application to the Higher Education sector.	Desirable	Supporting Statement and Interview

Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Ability to work across organisational boundaries.	Essential	Supporting Statement and Interview
Strong decision-making skills and composure under pressure.	Essential	Interview
Ability to manage competing pressures and to prioritise work in accordance with business needs and legal risk	Essential	Interview
Ability to demonstrate emotional intelligence in engagement with stakeholders with different priorities	Essential	Interview
Stakeholder management skills and the ability to develop effective relationships across the University	Essential	Interview
High level of integrity, discretion and professionalism	Essential	Interview
Effective negotiation and inter-personal skills, with the ability to lead and motivate teams	Essential	Supporting Statement and Interview
Commitment to providing a high quality and customer-focused service	Essential	Supporting Statement and Interview

Candidate Guidance and How to Apply

Join our team at Edge Hill University! We're looking for talented individuals to join our dedicated and supportive community and make a difference to our students. At Edge Hill we value the benefits a rich and diverse workforce brings and welcome applications from all sections of society.

Have any questions?

For informal enquiries about this vacancy, please contact Jo Wright, Chief Student and Governance Officer at Jo.Wright@edgehill.ac.uk

Ready To apply:

1. Go to our jobsite - <https://jobs.edgehill.ac.uk/Vacancies.aspx>
2. Find the role you wish to apply for.
3. Click the "**Apply Online**" button on the job advert and follow the easy steps to prepare and submit your application.

Key points:

- **Closing date:** Please refer to the advert for the closing date for this vacancy. Vacancies automatically close at 23:59pm [GMT]. Please note, that the University may on occasion close a post early if vacancies attract high volumes of applications; we therefore encourage you to prepare and submit your application in good time.
- **Next steps:** We'll contact you by email, usually within two weeks, to let you know if you have been shortlisted.
- **Shortlisting:** Information you provide on your application will be assessed against the person specification for this role. We encourage you to clearly show how you meet the requirements presented in the person specification. We encourage use of specific examples of your experience, knowledge and skills within your supporting statement(s).
- **Pre-employment checks:** Following offer, successful candidates will need to provide original proof of identity, qualifications and professional memberships, and evidence their right to work in the UK. You will also complete a pre-employment health questionnaire to support Edge Hill University make appropriate adjustments to support you in the role.
- **References:** You will be asked to provide details of two referees on your application form. References will be collected following issue of an offer of employment. Guidance on how to select your referees is provided on the form. The University may ask you for alternative or additional referees to cover your previous three years of employment during pre-employment

- **Start date:** A start date will be arranged after pre-employment checks are completed.