



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Solicitor (contracts and general commercial), Secretariat**



**Salary: Grade 8 (£41,526 – £49,553 p.a.)**

**Reference: CSSEC1013**

**We will consider job share and flexible working arrangements**

## **Solicitor (contracts and general commercial) Secretariat**

This is an opportunity for an experienced, qualified solicitor to join our Legal Adviser's team.

We are seeking someone who will be able to draft and advise on a wide range of general commercial contracts – specifically excluding property work such as leasehold agreements. The post holder would be expected to have the necessary experience to generally take on their own caseload. The post holder would work in particular alongside the Head of Legal Services (also a contracts and commercial lawyer).

### **What does the role entail?**

As a Solicitor (contracts and general commercial), your main duties will include:

- Providing clear, timely and pragmatic legal advice on general commercial contract issues and general law, with strong commercial focus;
- Leading contractual negotiations;
- Assisting the Legal Adviser's Office in enhancing commercial precedence;
- Very occasionally seeking specialist external legal advice e.g. instructing counsel where necessary;
- Very occasionally working alongside external lawyers on large projects;
- Sometimes giving advice in new areas of law outside of existing experience;
- Maintaining and enhancing your professional competence in line with requirements from the Solicitors Regulation Authority.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

### **What will you bring to the role?**

As a Solicitor (contracts and general commercial) you will have:

- Qualified solicitor, of at least two years PQE with significant commercial contract experience;





- Experience in drafting and negotiating many of the following: supply terms and conditions, licence agreements, collaborative agreements, data protection related agreements, secondment agreements and non-disclosure agreements;
- Experience in advising on intellectual property issues;
- Experience of concluding contractual arrangements with a wide range of external organisations, not just public sector;
- Experience of advising on contentious contract matters;
- Excellent written and verbal communication skills;
- An ability to distil complex legal matters and communicate those to a range of audiences, including technical specialists and senior management;
- An ability to provide practical legal advice;
- An ability to lead the client into making sound commercial decisions – often taking the commercial project forward as much as giving technical legal advice;
- The ability to work effectively in a team;
- Ability to work independently with minimal supervision and to tight deadlines;
- Confidence and ability to stretch legal expertise, to provide advice on areas of law not familiar with.

You may also have:

- Experience of corporate law, including company formation;
- Experience with dealing with international joint ventures;
- Experience in charity law or charity governance related issues;
- Experience in giving advice on data protection issues.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Adrian Slater, Head of Legal Adviser's Office**

Tel: +44 (0)113 343 4978

Email: [a.slater@adm.leeds.ac.uk](mailto:a.slater@adm.leeds.ac.uk)



## Additional information

Find out more about the [Secretariat](#)

### Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

