Legal Practice and Law Clinics Administrator

<table>
<thead>
<tr>
<th>Job Reference:</th>
<th>Legal Practice and Law Clinic Administrator</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Law</td>
</tr>
<tr>
<td>Grade/ Salary:</td>
<td>Grade 6</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Fixed Term</td>
</tr>
<tr>
<td>Hours:</td>
<td>35 per week (Full time)</td>
</tr>
<tr>
<td>Location:</td>
<td>New Cross, London</td>
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Closing date for applications: 5 pm, 21 November 2022
Interviews: tbc

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We’re looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr-recruitment@gold.ac.uk to make your request.
For generations, researchers, practitioners and teaching staff at Goldsmiths have actively campaigned to make real, positive changes to society. The Department of Law at Goldsmiths brings together our academics’ research, teaching expertise and public policy work.

Our Law programme draws on this wealth of knowledge to educate future lawyers, placing strong emphasis on integrating legal theory and professional legal practice.

Goldsmiths Law takes the innovative approach of embedding professional practice elements and experiential learning as part of contact time in all modules in our LLB, specialist LLB pathways and even in our LLM programmes, while also offering students numerous opportunities to engage with clinical legal education (including through the Human Rights Law & Clinic module and our Law & Policy Clinics), placements (including through our Work Placement module) and volunteering in legal advice centres.

We also provide students with important opportunities to develop a solid foundation in knowledge and skills pertaining to the new Solicitors Qualifying Examination (SQE), through injecting elements of procedure and ethics into our core modules, including through specialist workshops delivered by solicitors and our Solicitors Qualifying Examination (SQE) module in Year 3 of the LLB.

Applicants will ideally have experience in supporting elements of legal practice in a legal academic setting.

In addition to supporting the delivery of legal practice elements in all our UG and PG modules, facilitating the operation of our Law & Policy Clinics, Clinic-based modules and SQE module, and supporting the delivery of other professional practice and external activities in the department, the successful candidate will also be offered the opportunity to support the development of a ‘street law’ clinic that will aim to support legal advice needs in our local community.
This appointment will shape the distinctiveness of our educational offer and further enhance the quality of the student experience, equipping students with invaluable career skills.

See also the webpage of the Department of Law for detailed information on the student experience at Goldsmiths, and the webpages of the LLB Law, LLB Law with Criminal Justice and Human Rights, LLB Law with Politics and Human Rights, and LLM (Master of Law) for an overview of learning and legal practice activities in these programmes.

Job description

Reporting to: Professor Dimitrios Giannoulopoulos – Head of Department of Law.

Main duties:

- To support the delivery of legal practice elements across all our modules;
- To support professional development and experiential learning activities (e.g. mock trials, debating, mooting, contract negotiations, study trips to courts and legal institutions in London) embedded in LLB Law modules;
- To provide administrative leadership in, and support of, our Law & Policy Clinics, WP module and SQE module;
- To support the potential development of, and provide key administrative support to, a ‘street law’ clinic that will aim to offer legal advice to members of the local community;
- To actively promote the department to external partners, and support the development of collaborations with such partners;
- To support the delivery of a positive student experience;
- To undertake any other duties as may reasonably be required as part of this role;
- To ensure awareness of, and alignment with, Goldsmiths’ Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity;
- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths’ Health and Safety Codes of Practice and Policy.
Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Shortlisting and final selection will be made upon evidence of best-fit with these criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application that you meet the essential criteria categorised below, we will not be able to invite you to an interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

- A = Application form
- C = Certificate
- I = Interview
- R = Reference
- T = Test / P = Presentation

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<tr>
<th>Essential Criteria 1 - Qualifications</th>
<th>Category</th>
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<tbody>
<tr>
<td>Qualified to degree level or equivalent</td>
<td>A, C, I</td>
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<th>Essential Criteria 2 - Experience</th>
<th>Category</th>
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<tr>
<td>Experience in providing administrative support to legal practice in a legal academic setting</td>
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<th>Essential Criteria 3 - Skills</th>
<th>Category</th>
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<td>An ability to support the student experience</td>
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<th>Desirable Criteria – Knowledge</th>
<th>Category</th>
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<td>Commitment to setting up effective collaborations with external partners (e.g. legal advice centres, charities, volunteering organisations, local government, solicitor firms, barristers’ chambers, NGOs and others)</td>
<td>A, I, R</td>
</tr>
<tr>
<td>A commitment to, and appreciation of, the mission of contributing to continuing growth in the Law programme, and ability to work intensively as part of a small team in this direction</td>
<td>A, I</td>
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A high degree of initiative, enthusiasm for the role and motivation  

**Desirable Criteria - Competencies**

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<th>Ability to provide administrative leadership, and show initiative, in relation to existing Law &amp; Policy Clinics and clinical legal education modules,</th>
<th>A,I</th>
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The ability to enable and obtain high standards from others  

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

For more information about the role, please contact: Professor Dimitrios Giannoulopoulos – Head of Department of Law. Email at d.giannoulopoulos@gold.ac.uk

**Summary of Benefits**

If you choose to work with us, you’ll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You’ll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- On-site cinema, Curzon Goldsmiths, with staff discounts and special screenings
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Access to exclusive discounts, including high street retailers
- Maternity, paternity, shared parental leave and adoption leave and pay and tax efficient childcare voucher scheme

1 Goldsmiths, University of London, New Cross, London, SE14 6NW
• Contractual sick pay provision
• Free eye tests
• Wellbeing initiatives including the Chaplaincy and Staff Choir
• On-site dining facilities and gym
• Access to University of London facilities such as Senate House Library

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about.

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact hr-recruitment@gold.ac.uk, or visit www.gold.ac.uk/hr.

Thank you for your interest in working with us, we wish you all the best with your application.