

Legal Advisor (HEI / Company / Commercial)

Department:	Legal Services
Grade/ Salary:	Grade 8, £51,838- £59,444 + possible market supplement
Contract Type:	Permanent
Hours:	35 hours per week (Part-time considered)
Location:	New Cross, London

Goldsmiths

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.

As a University we are working to tackle inequality in all its forms and are working to promote equality on grounds of race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibilities. We are keen to attract candidates from diverse backgrounds who share our commitment to creating an inclusive culture in which all students and staff can thrive.

Information for candidates with disabilities can be found on our [Disability & Individual needs](#) page. We are happy to supply information in alternative formats for applicants if required. Please contact hr-recruitment@gold.ac.uk to make your request.



Governance and Legal Services

The Legal Services team within the broader Governance and Legal Services Department provides support across the full range of Goldsmiths' activities, offering legal advice in areas including: accommodation and estates; procurement and commercial contracts; partnerships and collaborations; charity and corporate governance; consumer protection; general education; freedom of information and data protection, and employment law.

Job description

Reporting to: General Council & Director of Legal Services

Summary:

Goldsmiths is looking to recruit a contracts/commercial lawyer with significant HEI experience to support the University across the full range of its activities.

Reporting directly to the General Counsel and Director of Legal Services, the HEI Lawyer is likely to also work closely with members of Goldsmiths' Council and the Executive Board, along with a broad range of academic and non-academic colleagues.

The Legal Adviser is a key member of the legal team tasked with ensuring the University receives the best possible advice on all legal matters affecting the University. The Legal Adviser will be primarily responsible for drafting, reviewing and amending a wide range of contracts of a HEI-specific nature, to include: grant and other funding agreements; collaboration agreements; contract research and consultancy agreements; MoUs; IP licenses; data sharing agreements; student T&Cs and contracts; placement agreements; study abroad agreements; student referral agreements; articulation agreements; validation agreements; etc.

The Legal advisor will be responsible for providing accurate and timely legal advice on the above subjects, but also potentially in relation to a wider range of topics that impact on HEIs including: accommodation and estates; procurement and commercial contracts; partnerships and collaborations; charity and corporate governance; intellectual property; spinout company formation; consumer protection; general education law; academic freedom and freedom of speech; freedom of information and data protection, and/or employment law

Responsibilities include researching and evaluating different risk factors and offering proactive advice on possible legal issues. The Legal Advisor will maintain current knowledge of laws and provide clarification on legal language and timely and accurate advice to stakeholders. The Legal Advisor will regularly monitor the University's activities to ensure compliance in the context of a complex education environment. The post holder will be expected to work with a great deal of independence, evaluating complex issues at a rapid pace, and providing fast yet accurate advice taking into account both the specific legal position but also the broader operational context.

The Legal Adviser will frequently be dealing with complex and sensitive information and will need to have good judgement and confidence to understand when matters need to be escalated.

The Legal Advisor may deputise for the General Counsel and Director of Legal Services where appropriate.

The post is a hybrid role with wouldn't necessarily require coming into the office every week, and we would also consider applications from candidates who wish to work flexibly, compressed hours, part-time and/or in a job share.

Main duties:

- Leading on drafting, reviewing and amending a wide range of contracts of a HEI-specific nature, to include: grant and other funding agreements; collaboration agreements; contract research and consultancy agreements; MoUs; IP licenses; data sharing agreements; student t&cs and contracts; placement agreements; study aboard agreements; student referral agreements; articulation agreements; validation agreements; etc.
- To provide with limited or no supervision accurate and timely legal advice with reference to the University's governing Charter and Statutes, rules and regulations, as well as its statutory and regulatory framework, to the Council, Executive Board, Committees, internal officers and partners,
- Leading on drafting, reviewing and amending a broader range of agreements e.g.: supply of goods and services (of both general and specialised nature); SW licensing agreements; framework and call-off agreements; commercial leases; etc.
- Helping the development of the Legal Services team, training and mentoring junior colleagues, assisting in drafting templates, building precedent banks and knowledge materials.
- To provide leadership and vision to the Legal Services team, including assessing best practice elsewhere to bring in innovative approaches to service delivery, which are flexible and customer

focussed and ensure a culture of continual improvement is embedded in the service, supporting establishing a culture of accountability.

- Providing independent assessment of the risk levels to the University in proceeding with specific courses of action, and advising how to mitigate those risks.
- Undertaking research and providing advice on areas of law relevant to HEIs.
- Providing strategic assessment of when matters may safely be kept in-house and when they need to be referred to external lawyers, managing the relationship and working collaboratively with external solicitors and counsel.
- Reviewing and advising on policies and processes.
- To represent the University on such outside bodies as may be required, including joint committees, and promote good external relations, effective partnership working and a positive image of the University, and to lead on contract negotiations which may from time to time be prolonged and/or complex in nature.
- To manage, allocate and monitor the effective and timely handling of all legal instructions including but not exclusively those received through the Legal Services inbox. To hold regular service review meetings to ensure customer service needs are being achieved.
- To advise, represent and supervise as necessary on contentious litigation on behalf of the University, including potentially representing the University as an advocate in the Courts.
- To interpret both existing and proposed new legislation, Government guidance and case law, to identify and recommend necessary changes to procedures and University policies. To carry out legal research on specialist cases and analyse and solve complex problems.
- Developing and delivering training on relevant topics to the wider University community.
- Assisting with review of governance structures and relevant University Statutes, Ordinances, Regulations, Policies and/or Procedures.
- Undertaking horizon scanning in all areas of law relevant to HEIs to ensure the University is prepared for upcoming legal and regulatory developments.
- Becoming cognisant with, abiding by, and proactively supporting Goldsmiths' policies and procedures, particularly around: Health & Safety and Equality and Diversity.
- In addition to the duties listed here, the post-holder may be required to perform other duties which are assigned from time to time dependent on skill sets and workload balancing, therefore this description should be seen as a guide and not as a definitive and exhaustive statement. The post-holder will be required to follow all University policies and procedures at all times and take account of University guidance

Person Specification

Detailed below are the types of qualifications, experience, skills, and knowledge which are required of the post holder. 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, you meet the essential criteria categorised below, you will not be invited to 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

	Category
Essential Criteria 1 - Qualifications	
Degree level legal education (or equivalent)	A, C
Qualified solicitor, barrister, or legal executive (or equivalent experience)	A, C
Desirable Criteria 1 - Qualifications	
Extensive experience in the HEI sector	A, C
Essential Criteria 2 - Experience	
Substantial relevant PQE	A, I
Delivery of high-quality advice at pace in relation to specific legal issues within the broader context	A, I
Ability to manage a varied and time-pressured workload, and to prioritise accordingly	A, I
Desirable Criteria 2 - Experience	
Experience with other public or third sector organisations	A, I
Working within large organisations	A, I
Working closely with senior leadership	A, I
Working with or leading mixed teams of both lawyers and non-lawyers	A, I
Instructing and managing external solicitors and counsel	A, I
Assist in training and sharing of legal expertise across the University	A, I

Essential Criteria 3 – Knowledge	
Strong up-to-date knowledge across a broad range of HEI-related law	A, I
Provide support, specialist knowledge and constructive challenge as part of a team	A, I
Desirable Criteria 3 - Knowledge	
Relevant legal knowledge in associated areas e.g. education and charity law; corporate governance; etc.	A, I
Knowledge of the broader operating environment in the HEI sector	A, I
Essential Criteria 4 - Skills	A, I
Working flexibly, dynamically and accurately	A, I
Evaluating complex data to produce clear pragmatic and strategic advice	A, I
Undertaking detailed legal research into new issues and areas	A, I
Excellent oral and written communication skills with the ability to summarise complex legal matters for non-lawyers	A, I
Taking the initiative and looking beyond specific legal issues, thinking holistically about the broader context	A, I
Working constructively and looking to build consensus whilst prepared to stick to one's position and challenge preconceived views	A, I
Resilient and robust in potentially challenging situations	A, I
Being approachable and building good interpersonal relationships	A, I
Committed to ongoing legal and other professional development	A, I

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

For more information about the role, please contact David Kuper, General Counsel & Director of Legal Services, Tel 020 7078 5068, e-mail d.kuper@gold.ac.uk.

March 2025