“The University of Warwick is one of the most exciting universities in the UK. We have the highest teaching and research standards, coupled with business acumen and a thirst for innovation.

We know that our people are our very best asset. The people I’ve worked with since joining Warwick have consistently shown their energy, imagination, expertise, dedication and potential. We encourage people to act on their ideas, providing they’re first class.

If this sounds like an environment in which you’d thrive, you’ll be keen to know that we’re reshaping our professional services to ensure we’re equipped for tomorrow’s challenges.

Our Legal Services team is a vital part of our administration. Our Director of Legal Services post could provide you with a great opportunity to move into the next phase of your career.”

Rachel Sandby-Thomas
Registrar, University of Warwick
DIRECTOR OF LEGAL SERVICES

your opportunity to make a difference at one of the UK’s top universities

We’re looking for an experienced senior commercial lawyer and leader to provide proactive, timely and well-informed legal advice. You’ll cover corporate matters and law that impacts or may impact on Warwick, including student-related matters.

Reporting directly into our Registrar, you’ll identify legal risk and present pragmatic solutions to enable us to deliver strategic and ethical objectives. At the same time you’ll contribute to our overarching strategy and policies, ensuring legal compliance and best practice.

At Warwick, we’ve rapidly become one of the most successful young universities in the UK. With a dynamic and forward-thinking culture, and a reputation for combining innovation with the relentless pursuit of excellence, we are firmly established within the top ten of all UK university rankings – and since we entered the top 10 we’ve never left. We’re currently 57th in the world (QS World University Rankings 2018).

In the Government’s Teaching Excellence Framework we were awarded silver status. This shows we’re a university that ‘consistently exceeds rigorous national quality requirements for UK higher education’ and achieves ‘excellent outcomes for its students…with an institutional culture that facilitates, recognises and rewards excellent teaching’.

We’re proud of the links we have with our home city of Coventry, and with communities across Warwickshire and the West Midlands. We’re equally proud of the impact we have on skills, social mobility, well-being and economic development.

But we’re ambitious enough to look beyond our immediate surroundings: we recently opened a new space in London, adding to our presence in The Shard, and we’re developing plans for a full Warwick campus in California. The proposed campus will be built on a greenfield site in the Placer County region of Greater Sacramento, mirroring the birth of our original UK campus just over 50 years ago.

Our global relevance is growing, with one-third of our alumni living overseas, and increasingly strategic partnerships in China, continental Europe and Australia.

Closing date: 20th August 2017

www.warwick.ac.uk
THE ROLE

The Director of Legal Services will provide proactive, timely and well-informed legal advice on corporate matters and law that impacts or may impact on Warwick, including student-related matters. The post excludes employment law which is managed by Human Resources.

Reporting into our Registrar, you’ll be directly responsible for the Legal Contracts team and some other roles through a matrix management structure for specific projects or functional responsibilities. You’ll also lead cross-institutional projects and programmes associated with your principal accountabilities.

Job responsibilities and duties

**Strategy and Policy**

- Develop the legal services strategy to support the University on its overarching institutional objectives.
- Develop and contribute to policy development to support legal compliance and corporate responsibilities.
- Lead or collaborate with others in the planning of major University-wide projects and initiatives, relating to property, commercial, research, students or general infrastructure.

**Legal advice and compliance**

Provide advice to the Vice-Chancellor, Executive Team, Council and Senior Management across the University with regards to legislation, risk and obligations. Duties will include:

- Provide advice, and support the drafting and negotiation of contracts with third parties of substantial value or strategic importance. This includes commercial agreements, and strategic or academic arrangements.
- Provide practical, timely, relevant and accurate solution-orientated legal advice including the interpretation of risk on relevant student, property and commercial related matters at all levels across the University, and commission specialist legal advice where required.
- Support due diligence reviews, including the University’s overseas activity and collaborations, and contributing to the development of policies and frameworks to promote best practice and manage the University’s risk exposure.
- To advise on the mitigation of risk and advising on regulatory, compliance, data protection and anti-bribery legislation.
- To advise on IP and the commercial and contractual arrangements regarding IP.
- To implement a University-wide review of contractual terms and maintain this portfolio.
- To maintain and develop the University’s trade mark and domain name portfolio.
- Ensure Senior Management are appraised of legal issues, including new legislation which may have an impact on the University’s activities and objectives.
- Deliver/facilitate training and education to staff, on relevant legal responsibilities and evidential issues.
- To manage and have oversight of all litigation concerning the University (excluding HR matters).
- To review the contracting process within the University and deliver change, where appropriate.
- Equip colleagues to identify and address legal issues through the provision of templates, training and toolkits.

**Leadership/management**

- Provide leadership and development of the team, ensuring continued development and application of best practice.
- Maintain statutory records and submit as appropriate to relevant regulators/registrars such as Companies House.

**Financial**

- The role has responsibility for being the principle point of instruction for external legal advisers (except for HR matters), managing the expenditure and oversight of the fees received.
- Management of department budget (circa £400k).
THE ROLE CONTINUED

Operational
• Applying a risk-based approach, ascertaining and applying solutions to legal challenges.

Communication
The role requires effective communication across the institution and externally, including with all members of the Executive Team, members of Council and Senate; heads of academic and administrative departments; teams and service owners in academic, administrative and commercial settings; and with external stakeholders or partners as required.

Skills and experience required

Strategy and Policy
• A degree or equivalent.
• A postgraduate qualification.
• Qualified admitted solicitor or Employed Barrister with significant post qualification experience.
• Proven experience of successfully delivering timely and accurate solution-orientated advice at a senior level in a commercial environment with complex decision making processes with both a domestic and international focus.
• Experience of translating strategy into an effective legal strategy and successfully delivering against this.
• Experience in interpreting legislation into practical application.
• Experience in training and communicating legal requirements and procedures.
• Experience of effectively engaging cross-functionally in a collaborative manner with senior stakeholders and external partners.
• Experience of successfully managing budgets and staff teams which are responsive, efficient and agile.
• Experience of delivering change through a legal function transition.
• Extensive experience of drafting, advising on and negotiating contracts.
• Track record of providing legal advice and commentary to a variety of audiences.
• Preparing policy or technical documentation with legal content.
• Research contracting including standard and non-standard agreements.
• Knowledge of the regulatory and legal framework within Higher Education and the issues affecting it.
• Exemplary written communication skills reflecting excellent standards of accuracy and attention to detail.
• Transactional experience both drafting and negotiation across a wide range of commercial work.
• Strong analytical skills and experience of analysing complex issues.
• Extensive experience of developing and sustaining effective working relationships with a range of internal and external contacts and networks.
• Flexibility with the ability to adapt positively to changing circumstances and new developments, and assimilate new information quickly.
• Decisive problem-solving capabilities having identified potential risks and adverse consequences.
OUR STRUCTURE

Pro-Chancellor and Chair of Council
Sir David Normington (from 1 August 2017)

Vice-Chancellor and President
Professor Stuart Croft

Commercial
Registrar
Rachel Sandby-Thomas

Group Finance Director
Rosie Drinkwater

Finance and Resources
Finance
Andrew Smith
• Commercial and Systems
• Group Accounting
• Procurement and Insurance
• Departmental Services
• Financial Control and Projects
• Taxation

Estate
James Bracken
• Finance
• Operations
• Warwick Accommodation
• Capital Programmes

Corporate Finance
Jenny Greenway

Commercial Director
TBA

Commercial
Business Development
Tom Britton
• Warwick Employment Group
• Retail, Cafes, Bars, Restaurants
• Warwick Conferences
  • Warwick Arts Centre
  • Warwick Sport
  • Senior Link Officer
  Ian Rowley

People
People Group
Gillian McGrattan
• Human Resources
• Organisational Development
• Children’s Services
• Health and Safety
• Wellbeing Support Services
• Campus Security

Education
Education Group
Roberta Wooldridge-Smith (Acting)
• Academic Office
• Student Recruitment, Outreach and Admissions
• International Student Office
• Teaching Quality
• Careers and Skills

Engagement
Engagement Group
Ian Rowley
• Marketing and Communications
• Public Relations
• Development
• Business Engagement

Strategy and Policy
Strategy and Policy Group
TBA
• International Strategy and Relations
• Social Inclusion
• Regional Strategy and Relations
• Policy
• Strategic Planning and Analytics

Knowledge
Knowledge Group
Robin Green
• Library
• Research and Impact Services
• Warwick Innovation
• Information and Data Compliance

IT Services
IT Services
Michael Roberts
• Warwick Print
• Innovation Management

Legal and Compliance Services
Legal and Compliance Services
TBA
• Legal Counsel (Contracts)

Departmental / Faculty Administration
Senior Link Officer
Ian Rowley

www.warwick.ac.uk
OUR STRUCTURE CONTINUED

Our structure is relatively flat, empowering our people to act on their ideas quickly and efficiently.

Heading up our professional services is our Registrar, who reports into our Vice-Chancellor and President. Core functions of our administration are grouped under our Registrar, each led by a Director. These groups are supported by the Finance and Resources Group, which reports to the Group Finance Director, and the Commercial Directorate which reports to the Commercial Director.

The Education Group
All aspects of the student academic lifestyle are managed within the Education Group. The group combines the Academic Office, Teaching Quality, Student Recruitment and Outreach and Admissions, and Student Careers and Skills. The Group works closely with academic departments and other professional service areas including Global Partnerships and University Marketing.

The Knowledge Group
Our culture of enquiry and creativity is supported through the Knowledge Group, which pulls together our Library, Research and Impact Services, and Warwick Innovation. Responsibility for data management and data compliance institutionally also lies here.

The People Group
Support for our most valuable asset – our people – is led by this group. It comprises Human Resources, Organisational Development, Health and Safety, and Wellbeing Support Services. Wellbeing Support Services spans staff and student communities and helps ensure we have the best possible environment in which to live, work and study.

The Engagement Group
Our Engagement Group provides professional oversight of Warwick’s reputation and brand. Its remit is to increase understanding and support from the University’s key constituents, internally and externally. Its core areas are Business Engagement, Development, Marketing and Communications, and Public Relations. The Directors of Warwick Arts Centre and Warwick Sport are included within the Engagement Group to ensure that the activities of both are part of the University’s overall approach to public and community engagement.

Strategy and Policy Group
This new formation combines our Policy and Regional Affairs, alongside our strategic aims of international partnerships – including our work in California, and Social Inclusion. These areas will be supported through our Strategic Planning and Analytics team.

The Finance and Resources Group
This Group draws together the Finance and Estates teams. The Finance Office supports business planning and innovation in order to maximise the financial resources available to Warwick and create the long-term sustainable financial platform required for future growth. It also ensures that we maintain our reputation for financial integrity and reliability.

Estate plans, designs, builds, maintains and repairs our campus and has an ambitious programme of campus development over the next ten years. Estates is also responsible for Warwick Accommodation.

The Commercial Group
This Group brings together excellent teams and leaders to develop and deliver better, different services that generate surpluses.

These surpluses are used to help fund the teaching, research, facilities and experience necessary to achieve Warwick’s ambition.

The Group is made up of Warwick Employment Group, Warwick Conferences, Warwick Retail, Café, Bars, and Restaurants. It also includes Warwick Arts Centre and Warwick Sport.

Secretary to Council’s Office
Independently reporting directly to the Pro-Chancellor and Chair of Council, this office combines Institutional Governance, Internal Audit, and Institutional Resilience.

In addition to the above groups, some other teams report directly to our Registrar:

- Press and Media Relations, who work to tell Warwick’s story to the media.
- IT Services, which is charged with developing and maintaining our IT infrastructure, and Warwick Print - the in-house publisher, alongside innovation.
- Legal Services, which works across Warwick and leads the provision of legal guidance and contracts.
- Strategic Programme Delivery, which supports institutional programmes and projects.
Stuart Croft became Warwick’s sixth Vice-Chancellor in February 2016 after serving as Provost of the University of Warwick, when he held the lead for fundraising.

Before this, Professor Croft was Pro-Vice-Chancellor for Research (arts and social sciences). Stuart joined the University of Warwick in January 2007 as professor of international security in the department of politics and international studies (PaIS). He previously was professor of international relations and head of the school of social sciences at the University of Birmingham before coming to Warwick.

His research focuses is on the political and societal impact of security policy and he has published and edited a number of key publications and journals in that field. He also directed the Science and Security Programme for the Economic and Social Research Council (ESRC).

In 2006, Professor Croft was elected as an academician in the Academy of Social Sciences and in the same year, as a fellow of the Royal Society of Arts. From January 2009 he was the chair of the British International Studies Association, becoming president in 2011.

He was appointed to the council of the Economic and Social Research Council in 2011 and, in 2013, was the Ngee Ann Kongsi Professor of International Relations at the S. Rajaratnam School of International Studies at Nanyang Technological University in Singapore.

Rachel joined Warwick as Registrar in September 2016 and is responsible for the professional and administrative services of the University, under the direction of the Vice-Chancellor and President.

Rachel chairs the University’s fundraising trusts in Singapore and South Africa, and is a member of the Friends groups established in the USA and in Hong Kong. Rachel also plays an active role in the development of the international partnerships for the University and serves on various Boards.

Immediately before becoming Registrar, Rachel was shadow CEO of the UK Government’s Institute for Apprenticeships. This followed eight years of being a Director General in the Department of Business, Innovation and Skills where she held roles in legal, corporate services and policy (skills, regulation, large and small businesses and local government).

Before becoming a Director General, Rachel worked at the Government Legal Service, which she joined from City firm Linklaters where she qualified as a solicitor. Rachel graduated from St. Catharine’s College, Cambridge with a double first class honours in Law.

She is a Trustee of ‘LEAP Confronting Conflict’, a charity helping young people handle conflict positively, and ‘Future-Fit’, a social enterprise helping organisations to be sustainable.

Rachel was made a Companion of the Order of the Bath in 2012 and named as one of the 2016 FTSE 100 “Women to Watch”.

www.warwick.ac.uk
Our highly prestigious British institution of higher education is one of the most successful “young” universities in the world, is distinctive in its global ambition, and is unafraid to take risks. Our remarkable success has been achieved in a relatively short period of time and we continue to excel in research and teaching.

Warwick today is a world-leading university with the highest academic and research standards. We have grown to encompass 29 departments and more than 50 research centres and institutes in the arts, medicine, science, and social sciences. Warwick includes a business school, a medical school, an engineering school and a centre for education studies. The University enrols more than 24,000 students with one-third of them coming from overseas, representing 120 countries.

Warwick is a place of possibility, always looking for new ways to make things happen. We provide a tireless yet supportive environment in which dedicated students, innovative lecturers, and ambitious corporate partners can make an impact. Our students, alumni and staff are consistently making an impact - the kind that changes lives, whether close to home or on a global scale.

The achievements of our people help explain why Warwick’s research excellence and scholarships are recognised internationally. We’re a prime attraction for some of the biggest names in worldwide business and industry, and ranked highly among great UK and world universities.

All of this contributes to a compelling story, one that’s little more than 50 years old. Warwick has earned a formidable reputation, but remains young enough to be entrepreneurial and innovative, committed to changing the world.

To learn more about Warwick, please visit: 
www.warwick.ac.uk/about

Life on Campus
www.warwick.ac.uk/about/campus

Residential locations near to the University of Warwick
www.warwick.ac.uk/services/humanresources/vacancies/relocation/international/la

www.warwick.ac.uk
We’re one of the UK’s leading research universities, and the quality and impact of our research is reflected in our rankings.

In the UK Government’s Research Excellence Framework (REF) 2014, we ranked 7th in the UK for the quality of our research, with 87% of the University’s research activity classified as “world leading” or “internationally excellent”. In all, 19 departments ranked in the top 10 in the UK for research.

Warwick’s research breaks new ground every day. Through its work, Warwick contributes to the world and aims to enhance life – from advancing delivery of public services to improving human health. Warwick’s Global Research Priorities programme tackles the world’s toughest problems through interdisciplinary research in 11 key areas of international significance, including food, sustainable cities, energy, cybersecurity, innovative manufacturing, science and tech for health, behavioural science, global governance, materials, international development, and connecting cultures - all among the most challenging issues we’ll face over the next decade.

Additional information about Warwick’s research programmes and priorities is available at: www.warwick.ac.uk/research/priorities
At Warwick, we believe that teaching doesn’t end with learning your subject. It’s why our teaching is so highly regarded around the world.

The global profile of both our students and staff ensures our teaching and learning benefits from an international approach, broadening the Warwick’s community’s horizons.

Those who teach at Warwick are passionate about deepening the learning of all our students, whether that’s by using fantastic learning spaces, supporting in research, promoting learning across disciplines, or through innovative teaching methods.

We also understand that a healthy mind and body will help our students flourish at university. Therefore, we ensure teaching and learning goes hand-in-hand with both physical and mental wellbeing. It’s why our campus is a hive of opportunities to stimulate, celebrate and contemplate.

And our students realise how our distinctive approach prepares them for the future. We understand that the world’s employers are increasingly calling upon a particular breed of leaders and thinkers. We nurture students that are prepared to ask difficult questions, and uncover surprising answers.
BENEFITS OF WORKING FOR WARWICK

Warwick is a fantastic place to work, a place where you should expect the unexpected.

Core benefits include:

- Competitive salary
- Attractive pension scheme
- Generous annual leave
  You’ll enjoy 30 days’ paid annual leave, on top of four customary shut down days over Christmas and eight statutory bank holidays. If this isn’t enough, you’ll be able to buy up to 10 days extra.
- Support with relocation (if applicable)

To find out more about the many benefits of working at Warwick, visit www.warwick.ac.uk/benefits
HOW TO APPLY

We know that attracting the highest quality staff is fundamental to achieving our aims. We’re committed to ensuring that recruitment and selection practice is professional, fair and effective.

Discover more at www.warwick.ac.uk/services/equalops

To find out how to apply, please contact our partners in this search, Nicola Walker or Chris Hurst at Carlyle Kingswood Global.

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