

Legal Counsel

Basic information

Scale: 2

Job family: Business Services

Terms: Permanent

Location: Cheltenham / Hybrid

Reports to: Senior Legal Counsel

Direct Reports: N/A

Team: Legal and Compliance

Business unit: Finance and Corporate Services

Date reviewed: February 2024



Job purpose:

To support in the provision of timely, outcomes focused and commercially astute legal advice with a focus on contracts, company, intellectual property and procurement, to support the charity and its trading subsidiary, UCAS Media. Taking a risk-based approach to legal advice, you will work with Senior Legal Counsel and Governance teams to ensure legal advice is robust and pragmatic.

Key accountabilities:

- As Legal Counsel your role will encompass all areas of law arising in the operation of the business. With a focus which includes (but is not limited to):-
 - Identifying legal risks within the company and advising on appropriate ways to manage and mitigate such risks that are relevant and proportionate to UCAS and its activities.
 - Dealing with the preparation, negotiation, drafting, revision, and finalisation of various contract documents including Terms of Service and a range of terms and conditions to support business activities. You will be expected to apply your expertise across UCAS 'standard terms', supplier terms as well as bespoke contracts.
 - Advising generally upon a range of non-contentious contract, commercial and procurement related issues, including NDAs.
 - Advising the business on intellectual property matters (including trademarks) and supporting our external advisers who manage our trademark portfolio.
 - Giving advice and support to the Information Governance team on data governance and FOI matters.

- Advising generally, where necessary, on matters relating to liability, including company insurance.
- Providing legal support to commercial activities such as prize draws and gambling, Advertising Standards, Equality Impact Assessments, and escalations via UCAS' complaints procedure.
- Developing and maintaining corporate legal precedents.
- Supporting The Head of Legal and Governance and Senior Legal Counsel in preparing and delivering training in legal matters across the business.
- Working in collaboration with the Head of Legal and Governance where necessary to instruct and manage external counsel and other third parties.

You will assist and support the Legal and Governance teams with: -

- developing and embedding a proactive and responsive working approach across the business, so you will need the ability to develop and maintain strong working relationships across the business.
- updating/upkeeping effectively completed legal agreements/advice and legal precedents.
- maintaining our Legal and Regulatory Register, including keeping up to date with legislative changes which may impact on UCAS' business in terms of compliance.
- You will also work collaboratively with the wider Finance and Corporate Services department (particularly the Commercial Team) to develop and maintain a strong support function to the business, key stakeholders, and its customers.

Skills, qualifications, and experience:

- You will be a qualified solicitor or legal executive with a proven track record of drafting and advising on commercial contracts and procurement
- You will have experience of identifying and managing legal risk across a diverse legal portfolio utilizing a risk based approach to delivering pragmatic advice and guidance.
- Ideally you will have experience in an in-house environment.
- Strong technical skills and attention to detail particularly in contractual matters is essential.
- You will be a team player who works collaboratively with a positive and proactive approach which is outcomes focused.
- You will need to have a can-do attitude as well as a willingness to work flexibly not only with your subject matter, but also working with colleagues of differing skills and experience.
- You must be approachable and be able to present your legal advice in a plain and concise manner.

Our Values in Action:

Be Ambitious: motivated, driven, proactive

Be Smart: methodical, curious, adaptable

Be Inclusive: collaborative, supportive, respectful

Be Trusted: honest, transparent, reliable

This role profile sets out the scope and main duties of the post at the date when it was drawn up. Such details may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the level of the post. All UCAS employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility.