

## Candidate Information

**Position:** Solicitor  
**School/Department:** Chancellery  
**Reference:** 25/113074  
**Closing Date:** Monday 19 January 2026  
**Salary:** £35,136 - £40,316 per annum  
**Anticipated Interview Date:** Wednesday 28 January 2026  
**Duration:** Permanent

### JOB PURPOSE:

This first level role is required to support a wide range of university activities including research, governance, student matters, and commercial partnerships. The postholder will work closely with senior colleagues to deliver high-quality legal advice and contribute to the University's strategic and operational goals.

### MAJOR DUTIES:

1. Legal Support: Providing legal advice on a variety of matters including contracts, student issues, governance, and compliance.
2. Contract Review: Drafting, review and negotiation of commercial agreements, collaborative partnership agreements and other legal documents.
3. Legal Research: Conduct legal research and prepare briefings, summaries, and guidance notes for internal stakeholders.
4. Student Matters: Advise on legal issues relating to student conduct, complaints, safeguarding, and equality legislation.
5. Compliance & Governance: Ensure compliance with relevant legislation and regulatory frameworks.
6. Stakeholder Engagement: Build effective working relationships with academic and professional services staff, providing responsive and solution-focused legal support.
7. Policy & Training: Proactively contribute to the development of internal legal policies and participate in staff training initiatives.
8. External Counsel Coordination: Liaising with external legal advisors, including preparing instructions and collating relevant documentation. Make suggestions/ act on progressing matters/ finding resolutions.
9. Undertake short-term projects within Legal Services and contribute as part of wider teams to support the achievements of project objectives.
10. Review and monitor service objectives and standards within own area of work. Build conclusions into future improvements in discussion with more senior line managers to ensure service quality and efficiency
11. Any other duties that fall within the general ambit of the post.

### ESSENTIAL CRITERIA:

1. Qualified solicitor with a current practising certificate in Northern Ireland.
2. At least 2 years' relevant experience within a commercial law practice or in-house legal environment.
3. Strong legal research, drafting, and analytical skills.
4. A proactive and collaborative approach to problem-solving.
5. Excellent IT skills.
6. Strong analytical skills.
7. Excellent communication skills.
8. Strong interpersonal skills with ability to work on own initiative and as member of a team.
9. Demonstrable commitment to working in the legal and regulatory environment of higher education.
10. Resilience and demonstrable ability to manage competing priorities.
11. Demonstrable ability to work independently under supervision.

### DESIRABLE CRITERIA:

1. At least 2 years post-qualification experience within a commercial law practice or in-house legal environment.

2. Experience in or exposure to relevant law in this post e.g. public sector or education law.
3. Demonstrable experience with commercial contracts, regulatory, intellectual property, or employment law.
4. Demonstrable understanding of university governance and academic structures.
5. Commitment to continuous learning and professional development.