

Candidate Information

Position: Senior Solicitor
School/Department: Chancellery
Reference: 25/113075
Closing Date: Monday 19 January 2026
Salary: £51,016 - £62,695 per annum.
Anticipated Interview Date: Wednesday 28 January 2026

JOB PURPOSE:

To provide strategic expert risk based legal advice and support across the university's diverse activities, including governance, research, student matters, commercial partnerships, and regulatory compliance. The postholder will also play a vital role in enabling the university to achieve its strategic objectives while managing legal risk effectively.

MAJOR DUTIES:

1. Legal Advice & Support: Provide high-quality legal advice across a broad range of areas including commercial, corporate, contracts, litigation, employment law, property law, procurement law, regulatory compliance, intellectual property, and information compliance which arise from the University's academic and non-academic activities.
2. Contractual Matters: Draft, review, and negotiate complex agreements including commercial contracts, collaborative partnership agreements and other legal documents.
3. Governance & Regulation: Advise on matters relating to university governance and policy, corporate governance activities generally, statutory compliance, and regulatory frameworks.
4. Student Issues: Support the resolution of legal issues relating to students, including disciplinary matters, complaints, safeguarding, and equality legislation.
5. Dispute Resolution: Manage and advise on disputes, litigation, and regulatory investigations, liaising with external counsel where necessary.
6. Risk Management: Identify legal risks and develop mitigation strategies, ensuring the university operates within legal and ethical boundaries.
7. Stakeholder Engagement: Work closely with academic departments, professional services, and senior leadership to provide responsive and solution-focused legal support.
8. External Counsel Management: Instruct and manage external legal advisors where appropriate, ensuring value for money and alignment with university priorities.
9. Policy & Training: Take a lead role in the development of legal policies and input on University-wide policies as required. Facilitate a better understanding of legal issues across the University and to provide or arrange the provision of information and training as appropriate for staff and members of the organisation.
10. Mentorship: Provide guidance and support to members of the legal team as required, fostering professional development and knowledge sharing.
11. Generate original ideas and recommendations through the provision of specialist know-how and advice as appropriate.
12. Ensure professional and quality standards are maintained.
13. Any other duties that fall within the general ambit of the post.

ESSENTIAL CRITERIA:

1. Degree or equivalent qualification OR substantial relevant experience in similar role(s).
2. Qualified solicitor with a current practising certificate in Northern Ireland.

3. Significant (Minimum of 4 years') post-qualification (including recent) experience in similar or related roles. This will include demonstrating:
 - Experience managing complex legal issues and delivering clear, practical advice.
 - Demonstrable business acumen and ability to balance legal risk with commercial objectives.
 - Experience providing pragmatic advice, taking into consideration a range of factors that may be relevant.
4. Excellent IT experience.
5. Strong demonstrable knowledge of commercial law and at least one of the following: corporate, regulatory, contract, or employment law.
6. Excellent drafting skills.
7. Strong understanding of the legal and regulatory environment affecting higher education institutions.
8. Excellent negotiation, and communication skills.
9. Ability to work independently and collaboratively in a fast-paced, multi-disciplinary environment.
10. Well-developed interpersonal skills.
11. Well-developed analytical and problem solving capability.
12. Attention to detail with the highest standards of accuracy.
13. Displays a high degree of resilience and ability to think clearly when simultaneously managing a number of competing complex priorities.

DESIRABLE CRITERIA:

1. Experience working in -house, within a commercial law firm, or a university or large complex organisation (defined as annual turnover greater than £25.9 million and average number of employees more than 250).
2. Demonstrable experience with research contracts, intellectual property, public procurement or academic collaborations.
3. Experience managing legal budgets and external counsel relationships.
4. Experience drafting policies and guidance notes.
5. Demonstrable understanding of governance structures and regulatory bodies in higher education.