



## **JOB DESCRIPTION**

**Title of the post:** Legal and Information Governance Adviser  
[Permanent, Part Time]

**Department:** University Secretary

**Reporting to:** University Solicitor

### **The University**

#### **Background**

Harper Adams University is the leading UK Higher Education (HE) institution focused on the land-based and food supply-chain sectors with an important national role in these subject areas.

Situated on a single campus in rural and scenic Shropshire, the University, and its surrounding area, provide an excellent working and living environment for staff and students alike, yet the University campus is only one hour from the UK's second city of Birmingham. Around 3,000 HE students attend the University, primarily on sandwich courses which include a year-long industrial placement. Undergraduate and postgraduate degrees are offered. The University also welcomes individuals who wish to undertake CPD or similar professional training to support their careers in the agri-food chain and rural industries.

The University was founded by Thomas Harper Adams in 1901 on the original farmland of the Harper Adams Estate. The University estate includes amenity areas, woodland, and a commercial farm of 205 hectares; with rented land the total area farmed is approximately 640 hectares, spread over several locations with cereals, potatoes, forage maize and grassland carrying a dairy herd, sheep, beef, pig and poultry units.

The Privy Council awarded taught degree awarding powers to Harper Adams in 1996 and research degree awarding powers in 2006. Full University Title was granted by Her Majesty's Privy Council in December 2012. The University changed its legal status to that of a Company Limited by Guarantee in July 2012 and remains one of a small number of Universities which are Registered Charities. Her Royal Highness The Princess Royal became the University's first Chancellor in 2013.

#### **Academic Provision**

The University offers a wide range of courses including Foundation and Honours degrees, in addition to shorter awards designed to meet the continuing professional development needs of those already in the workplace. The subjects are wide ranging and cover Agriculture, Animal Studies, Business, Countryside, Engineering, Food and Land & Property Management. The University has also focused on developing its postgraduate education and research and there are a growing number of postgraduate students at both diploma, masters and PhD level.

Harper Adams has built up an international reputation for the quality of its courses and has achieved the highest possible ratings in recent Quality Assurance Agency reviews, and holds a Gold Teaching Excellence Framework (TEF) award. There is active encouragement of research and the University took part in the last Research Excellence Framework (REF) exercise. 56% of our submitted research was rated either internationally excellent or world leading and 100% was rated of international quality. Our extensive programme of research and education for professionals in the land-based and food chain sectors supports a high profile of business and community reach-out work, short course delivery for businesses and technology

transfer activities supported by strong industry links and partnerships with companies such as JCB and Marks & Spencer amongst many others.

## **Recognition**

Harper Adams is consistently positioned highly in a range of national ratings, performance measures and league tables.

In the period since 2011, Harper Adams has won six Times Higher Education Awards including Outstanding Fundraising Initiative (2014), and has been shortlisted for fourteen other THE awards. In 2018, the Times Higher has shortlisted the university for the prestigious title of University of the Year, putting Harper Adams in the top six universities in the country. The finals are in June 2018.

In the 2016 and 2017 Whatuni? Student Choice Awards, based on student reviews, Harper Adams took the title of University of the Year and won the Student Support and Job Prospects gold awards, plus silver and bronze in further categories. In 2018 the University was runner up for the University of the Year title and won 3 gold awards, 3 silver and 3 bronze. It is the only University to win Student Support since the awards began four years ago and has won the category for best job prospects for three years running and best courses and lecturers for two years running.

Harper Adams ranked second in the 2016 Times Higher Education Student Experience Survey. In the Times and Sunday Times Good University Guide 2017, the University was ranked 36th, the highest position yet achieved by a post-1992 university, and was awarded the title of Modern University of the Year. In 2017 it was the highest ranked modern University for the second year in a row. In the QS World Rankings for Agriculture and Forestry published in March 2018, Harper Adams was ranked second in the UK for academic reputation and second in the world for its reputation with employers.

## **Facilities**

Harper Adams has extensive, well-equipped facilities and is constantly investing in its campus. Facilities include a range of modern teaching facilities and an extensive library, a variety of IT suites including an engineering design centre, newly extended laboratory facilities, a field laboratory and a livestock project centre, a glasshouse complex, an agricultural engineering unit with a large covered soil working area and a number of sustainable technology installations. In 2013 a new teaching building and a new agricultural engineering innovation centre opened. In 2015/16 these were followed by two further buildings, one for veterinary services and one for entomology, and new halls of residence. Further new facilities opened in the period since 2017 include new laboratories, an Agri-Tech Innovation Hub and SMART Dairy Unit. Capital funding to support the development of many of these facilities has been provided through the work of the Development Trust. The University provides a range of training and professional development opportunities via its staff development programme.

## **Catering and Sports Facilities**

The University's Students' Union operates a small gym and squash courts that staff may use on the payment of a nominal fee. The University has an open-air swimming pool and bowling green that are available for staff use during the summer period and new tennis courts have recently been developed. A variety of University catering outlets provide access to lunch facilities on campus.

For further details about the University, please visit our website:

<http://www.harper-adams.ac.uk>

To view additional information about the University go to our publication - 'Our world' at <http://www.harper-adams.ac.uk/publications/our-world/2015/>

## The Appointment

This is a varied role in which the post holder will play an important part in the team led by the University Solicitor. The role holder will work closely with the University Solicitor and with the Data Protection and Freedom of Information Officer who is the third member of this team. The team is part of the University Secretary's wider team.

The specific duties associated with the post may therefore vary from time to time, according to the requirements of the role. It is essential for the post holder to be flexible and willing to respond positively to new challenges.

The person appointed will be formally responsible on a day to day basis to the University Solicitor/ University Secretary for the discharge of his/her duties which will include:

1. Undertake legal research as required and draft legal advice, documentation and reports for a full range of University activities and departments. This work includes providing advice to senior staff on key strategic issues and management or risks.
2. Implement, review and update Data Protection/Freedom of Information policies and procedures alongside the University Secretary and Legal Team. Undertake full spectrum of GDPR/FOI work including:
  - a) Act as a point of contact for all Data Protection and Freedom of Information matters;
  - b) Design proformas for auditing personal data processing activities and document retention;
  - c) Undertake audits, together with the DPO Data Protection/Records and produce reports and recommendations for action as required;
  - d) provide advice and guidance to all staff across the University based on audit outcomes;
  - e) ensure data protection standards are followed by all departments;
  - f) Provide regular training and advice for senior staff, academic and support staff in relation to GDPR and Data Protection compliance;
  - g) advising on personal data breaches, implementing a breach reporting procedure and assessing risk and breach severity. To maintain and manage a compliant personal data breach log and to assist colleagues and senior management in the event of a reportable personal data breach;
  - h) Draft responses to Data Protection and Freedom of Information requests from individuals and/or organisations and bodies;
3. Work closely with the University Solicitor and Data Protection/Freedom of Information Officer in any matters that fall under the departmental remit. Play a key role in effective management of risks related to GPDR matters;
4. Ensure that all legal files (necessary for legal practice verification/audits etc), Data Protection and Freedom of Information matters are well organised and readily accessible in an effective filing system (electronic and manual);
5. Draft the full range of legal contracts (including commercial agreements, research and collaborative agreements, sales, hire and purchase agreements and University terms and conditions), letters and other correspondence for signature by the University Secretary or other members of the Senior Team.
6. Responsibility for advising across the University on data sharing and reviewing and drafting Data Sharing Agreements for academic departments and support services. Manage the University's responsibility and risk profile as Data Controller or Data Processor through appropriate data sharing agreements.
7. Represent the University at external events and conferences in relation to legal and data protection matters.
8. Undertake such other legal or information governance work as may be reasonably requested commensurate with the grade of the post.

The University has a positive policy on staff development and the appointee will be encouraged to undertake additional training relevant to the post.

## Personal Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications	Recognised legal qualification (Law degree, Cilex) OR paralegal, experience/ other relevant experience that demonstrates a proven ability to work effectively across a wide range of legal disciplines	
Experience	<p>Excellent attention to detail and an aptitude to deal with voluminous complex documents in a pragmatic and timely manner</p> <p>Experience of providing legal advice and representing client's interests at internal and external meetings/during legal negotiations etc.</p> <p>Experience of contract law and reviewing complex contract documentation and offering legal advice on such documentation</p> <p>A proven ability to work with other legal team members by providing well informed legal advice and guidance and drafting letters/reports/legal agreement etc.</p> <p>An ability to engage with clients/or other members of an organisation who are not legally qualified to ensure they understand the legal position and can be advised and supported to reach a workable solution to a legal issue</p> <p>Experience of managing legal files (necessary for legal practice verification/audits etc), such that matters are well organised and readily accessible in an effective filing system (electronic and manual).</p>	<p>In-house legal experience</p> <p>Direct experience of dealing with FOI requests including drafting responses and advising on compliance with the FOI Act</p> <p>Direct experience of implementation of data protection systems and processes</p>
Knowledge/Skills	<p>A proven ability and willingness to embrace and engage with new areas of law and engage with CPD/personal development and/or training as required</p> <p>Demonstrate an understanding of the General Data Protection Regulation and Data Protection Act 2018 requirements and a track record in implementation of</p>	<p>Knowledge of Charity Law as it affects Universities in particular</p>

	the GDPR, training others and/or implementation of other similar regulations within an organisation where significant changes to current practice is required	
Personal Qualities	<p>Capable of maintaining confidentiality at all times and be able to work on their own initiative, but be willing to contribute effectively to the small team of staff engaged in other legal aspects of the work of the University Secretary's Office.</p> <p>An ability to work with senior figures within and outside the University, professionally and discretely.</p>	

### Conditions of Service

The national recommendations which have arisen from the negotiations between UCEA and the unions recognised at national level, the Joint Negotiating Committee for Higher Education Staff (JNCHES), directly affect the terms and conditions insofar as they have been adopted by the Board of Governors.

- Salary**            The commencing salary will be within the range £30,395 to £33,199 (pro rata) per annum. The point of entry will be dependent upon relevant qualifications and experience. Salaries are paid monthly, in arrears, by credit transfer on the 28<sup>th</sup> day of the month.
- Contract Term**        This is a permanent, part time post. The employment may be terminated during the course of the contract by either party giving one's months' notice in writing.
- Hours of Work**        The routine working week is 22.2 hours over Monday to Friday, inclusive. There may be a requirement for overtime working from time to time and time off in lieu may be allowed for agreed hours worked in excess of 22.2 per week.
- Holidays**            The annual holiday entitlement is a pro rata of 22 working days, plus a pro rata of 3 University closure days and Bank Holidays. Annual holiday entitlement rises to a pro rata of 25 working days with 5 years' service. The holiday year runs from 1 April to 31 March and in the holiday year in which the employment commences or terminates the holiday entitlement will accrue on a pro-rata basis for each complete week of service. The timing of holidays is subject to the agreement of the Line Manager.
- Sick Leave**            During periods of certified sickness the post-holder will be eligible to receive sick pay in accordance with the University Sick Pay Policy. The payment of sick pay is subject to compliance with the University rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.
- Pension**              The post-holder will be entitled to join the Local Government Pension Scheme (LGPS), subject to its terms and conditions. Full details of the Scheme will be provided to the successful applicant upon commencement of employment.
- Exclusivity of Service**    You are required to devote your full-time attention and abilities to your duties during working hours and to act in the best interests of the University at all times. Accordingly, you must not, without written consent of the University, undertake employment or engagement including external consultancy, which might interfere with the performance of your duties or conflict with the interests of the University.

It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify your line manager of any employment or engagement which you intend to undertake whilst in the employment of the University (including any such employment or engagement which commenced before your employment under this contract). Your line manager will then notify you within 10 working days whether such employment or engagement is prohibited.

### **Criminal Convictions**

The post involves the opportunity for access to children and young persons under the age of 18. For this reason the University is entitled to take into account any criminal convictions, cautions or impending case(s) that it considers to be relevant to this post.

The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act.

Applicants must therefore complete the part of the application form declaring any criminal convictions and cautions from any court or police authority. The successful applicant will have to undergo a Criminal Records Bureau check before an appointment can be made.

### **References**

Candidates should ensure that they provide full details of the name and postal address of their referees. Please include e-mail addresses and telephone numbers wherever possible.

Referees should include your present, or most recent, employer. References will normally be taken up immediately in respect of candidates shortlisted for interview. **If you do not wish any reference to be taken up at this stage, please enter an ‘X’ in the relevant box provided on the application form.**

### **Application Procedure:**

All applications should be completed and submitted using the Harper Adams e-Recruitment programme at <http://jobs.harper-adams.ac.uk> and must be **submitted no later midnight on Tuesday 18 June 2019**

Shortlisted applicants will be contacted by telephone on Wednesday 19 June 2019.

Interviews will be held on Wednesday 26 June 2019.