

Job Description & Person Specification

Professional Services and Senior Manager (excluding VCE) roles

JOB DESCRIPTION

Job title	Legal Services Co-ordinator
School/Department	Secretary's Office
Location	Paisley
Reporting to	Head of Legal Services
UWS grade	Grade 4
FTE	1

Job summary

The post-holder will support the Legal Services team to provide high quality legal advice to the University.

The post-holder will have particular responsibility for undertaking day to day administration relating to requests made under the Freedom of Information (Scotland) Act 2002, Environmental Information (Scotland) Regulations 2004 and the UK General Data Protection Regulation/Data Protection Act 2018 as well as providing general administrative support to the Legal Services team.

People & finance responsibilities

People	There are no staffing responsibilities associated with this post.
Finance	There are no direct budgetary responsibilities associated with this post.

Key responsibilities

The post-holder will be expected:

1. Respond to freedom of information requests, requests made under the Environmental Information (Scotland) Regulations 2004 and subject access requests to ensure that they are dealt with efficiently and effectively in line with the legislation and best practice guidelines including acknowledging requests, logging requests into the University database, drafting responses to requests and liaising with senior managers and other University staff, as necessary, to ensure that responses are complete and accurate.
2. Assist the Head of Legal Services in the investigation of complaints relating to information disclosure and in the preparation of internal reviews under freedom of information and responses to appeals made to the Scottish Information Commissioner.
3. Provide support and assistance to the Head of Legal Services in connection with the ongoing monitoring of our compliance with the requirements of the UK General Data Protection Regulation and Data Protection Act 2018.
4. Support the provision of guidance and information for University staff on relevant areas of the law affecting the University.

5. Undertake legal administrative tasks for the Legal Services team including arranging meetings, drafting and typing correspondence, organising and preparing legal documents for signature, updating the team internet and intranet pages, carrying out research, preparation of papers, committee support and minute taking.
6. Assisting in the provision of training and awareness sessions for staff and students on legal and compliance issues.
7. Assisting in the maintenance of appropriate records management controls throughout the University including maintaining and updating the University's records retention schedules.
8. Manage and maintain the University's Publication Scheme and provide advice to colleagues within the University on the Publication Scheme requirements.
9. Oversee the mandatory GDPR training for University staff including liaising with the external provider in relation to any system problems, monitoring completion rates and reporting this to senior colleagues.
10. Assist with carrying out investigations into personal data breaches at the University including ensuring any remedial actions are implemented.
11. Contribute to the wider team goals and projects as required including assisting colleagues in the University Secretary's Office with organising events and other administrative tasks.

Job scope

Planning and organising	<p>All objectives related to the post will be agreed with the Head of Legal Services. Within that context, the post-holder has some autonomy to plan, organise and progress his/her own work but with support being provided by other members of the Legal Services team as needed.</p> <p>The post-holder will be expected to be proactive and use their own initiative and judgement to prioritise daily tasks. They will be able to demonstrate good organisational skills to support the overall work of the Legal Services team.</p> <p>The post-holder will be expected to make routine decisions independently and recognise when to refer more complex matters to the Head of Legal Services.</p>
Decision making	<p>The postholder is required to:</p> <ul style="list-style-type: none"> • Manage enquiries independently, identifying issues and priorities and taking advice where necessary. • Maintain a very high level of confidentiality. • Re-prioritise workloads to meet changing circumstances in a complex environment.
Framework and boundaries	<p>The postholder will:</p> <ul style="list-style-type: none"> • Plan their work taking in to account the Legal Services team priorities and in particular the expectations of management. • Be proactive in helping with designing and reviewing systems in support of the team.
Working relationships	<p><u>Internal:</u> The post-holder will be required to operate within a complex and dynamic environment, working closely with colleagues across the University. The post-holder will report directly to the Head of Legal Services who will supervise the work of the Legal Services Co-ordinator.</p> <p><u>External:</u> The post-holder is expected to maintain their knowledge and expertise by attending appropriate external training and networking events.</p>

PERSON SPECIFICATION

Qualifications

			Evidence A = Application I = Interview
Essential	QE1	HND in a legal discipline (or equivalent practical experience)	
Desirable	QD1	Degree in a legal related subject	

Experience

			Evidence A = Application I = Interview
Essential	EE1	Experience of working in an administrative role in an office environment	
	EE2	Experience or knowledge of information governance issues (data protection, freedom of information or records management)	
Desirable	ED1	Experience of working in a similar role within a HE environment or other public sector organisation.	
	ED2	Experience of working within a legal environment	

Skills

			Evidence A = Application I = Interview
Essential	SE1	<p>Excellent IT skills – Outlook, Word, Excel and Powerpoint</p> <p>Excellent communication, presentation and report writing skills</p> <p>High level of accuracy and attention to detail</p> <p>Ability to work as part of a team</p> <p>Ability to work confidently with minimum supervision</p> <p>Organisational skills including the ability to work to deadlines and under pressure</p>	

Knowledge

			Evidence A = Application I = Interview
Desirable	KD1	Experience of responding to Subject Access and/or Freedom of Information requests.	

	KD2	General knowledge of HE sector.	
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Behaviours

			Evidence A = Application I = Interview
Essential	BE1	Ability to work as part of a team as well as independently	
	BE2	Ability to deal with highly sensitive information and respect for confidentiality	
	BE3	Ability to contribute to ideas for improving working methods/processes.	
	BE4	Ability to be proactive and think ahead.	
	BE5	Pragmatic approach to problem solving and dealing with the unexpected.	
Desirable	BD1	N/A	

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