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**JOB DESCRIPTION**

**Job Title:** Lecturer / Legal Advice Centre Supervising Solicitor (0.5 FTE)

**School:** Royal Docks School of Business and Law

**Grade:** F

**Campus:**  USS

**Responsible to:** Head of Department

**Liaison with:** University staff, professional bodies, students, local employers, other

 organisations, schools and colleges

**Build your career, follow your passion, be inspired by our environment of success. #BeTheChange**

The University of East London is one of the most diverse and vibrant universities in the global capital. Our pioneering and forward-thinking vision is making a positive and significant impact to the communities we serve, inspiring both our staff and students to reach their full potential.

Born in 1898 to serve the skills needs of the 2nd industrial revolution, the University of East London has commenced Year 3 of its transformational 10-year [Vision 2028 strategic plan](https://issuu.com/universityofeastlondon/docs/annual_review_2020?utm_source=Charlotte%2BWhite%2Btest%2Bmail%2Blist&utm_campaign=46c08a193b-EMAIL_CAMPAIGN_2018_09_19_02_52_COPY_04&utm_medium=email&utm_term=0_e8797a5163-46c08a193b-) led by our Vice-Chancellor & President, Professor Amanda Broderick, to advance Industry 4.0 careers-1st education. We have a clear route-map to provide a springboard for the jobs and opportunities of the future; drive diversity in the 4.0 talent pipeline - working in partnership to promote talent wherever it is found; and to create an inclusive and sustainable, green future.

We are looking for forward-thinking, innovative, curious, high-energy, self-aware people who are passionate about making a positive difference and who will thrive in an inclusive and diverse University community who are never not moving forwards.

As one of the most socially inclusive and international Universities and comprising one of the most diverse staff populations in the UK (50% of our professoriate identify from black or minority ethnic backgrounds), we are hugely proud of our track record in reducing inequalities (ranked 1st in the UK & 2nd globally, Times Higher Education Global Impact Rankings, 2020) and our commitment to equality, diversity and inclusion is at the heart of Vision 2028.

We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. With Athena Swan Awards and being one of a small number of universities to have achieved the Race Equality Charter Award, we continue our journey to address and reduce barriers to opportunity.

So, if you are looking to build your career in a dynamic, inclusive, and performance-focused team and are inspired by our environment and drive for success, we want you to apply to join the University of East London. We are looking for inspirational individuals who have a passion to make a positive difference to people and planet, creating a more sustainable future for everyone.

**THE SCHOOL: Royal Docks School of Business and Law**

Our law provision is situated within the Department of Law and Criminology at the Royal Docks School of Business and Law. It encompasses a range of LLB and LLM programmes. The Department also has a strong research base with staff active in both legal and criminological research.

The UEL Legal Advice Centre has offered support for members of the local community for a number of years. It has facilitated access to justice for those unable to pay for legal advice and has been an excellent learning process for law students who wish to go into practice.

**JOB PURPOSE:**

To supervise students in the Legal Advice Centre at UEL and to carry out teaching on our undergraduate law programme as required.

**MAIN DUTIES AND RESPONSIBILITIES:**

* To supervise students in the Legal Advice Centre in their training and subsequent interactions with members of the public.
* To lead and teach modules of the LLB programme, with a particular emphasis on clinical legal education.
* To act as academic advisor to several students.
* To contribute to activities aimed at enhancing student experience.
* To carry out, or otherwise contribute to, the administration and management of law programmes.
* To attend assessment boards as necessary.
* To liaise with local feeder schools and colleges, employers, and other organisations as appropriate.
* To contribute to student recruitment activities as required including open days and later summer recruitment as required.
* To undertake other such duties as may be assigned by the Dean or designated nominee.
* To work within the University’s equality and diversity policies

**PERSON SPECIFICATION**

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS:**

**Essential criteria;**

* A degree in Law and a current practicing certificate (A/C)

**Desirable criteria;**

* Certificate in Teaching and Learning in Higher Education or equivalent teaching.

 qualification (A/C)

* Fellow of the HEA (A)

**KNOWLEDGE AND EXPERIENCE:**

**Essential criteria;**

* Experience and expertise of high-street practice areas of housing and family law (A)
* Knowledge and a successful track record of practice, particularly in areas such as debt, immigration, housing, and employment law (I)

**Desirable criteria;**

* Experience of higher education teaching in a relevant area in the UK (A)
* Experience of working in a university Law Clinic (I)
* Knowledge of local and regional law firms to strengthen links to the professional community (A/I)
* Evidence of developing professional relationships with outside agencies (I)

**SKILLS AND ABILITIES:**

**Essential criteria;**

* Excellent ability using Microsoft software such as Word and Excel (A)

* Strong oral and written communication skills with experience of presentations (A/I/P)
* Demonstrable ability to supervise and teach effectively, using a variety of vehicles including flexible and distance modes and ability to develop new modules, programmes and new approaches to learning to students from a wide range of backgrounds and capabilities (I)
* Ability to undertake administration, monitor own work programmes and successfully deliver programmes of work whilst proactively meeting deadlines and developing good professional relationships with students, colleagues, employers, and outside agencies (I)
* A demonstrable strong commitment to supervision/teaching and effective learning, working collaboratively with students and staff to improve the experience of all, enhancing student success, progression and retention (A)

**Desirable criteria;**

* The ability to assist in finding student placements in law firms (I)

**OTHER ESSENTIAL CRITERIA:**

* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (I)
* Ability to work independently and part of a team (A)

**Criteria tested by** **Key:**

A = Application form

C = Certification

I = Interview

P = Presentation