

JOB DESCRIPTION



Job Title: Legal Officer
Department: Legal Services Office
Faculty/Central Service: Central Service
Location: Keppel Street, London
Reports to: Senior Legal Manager
Full Time/Part Time/Casual: Full-time
Grade: Grade 5
Overall Purpose of the job: Working closely with other members of the Legal and Compliance team, the postholder will contribute to the day-to-day legal operations of the School, providing expert, pragmatic and commercially focused legal advice to colleagues, advising them on contractual and legal issues, and contributing to information compliance activities. To advise on a wide range of legal issues, including negotiating and drafting a broad spectrum of agreements, regulatory issues and intellectual property, and to coordinate external counsel when required. To act as a key point of contact for Freedom of Information and Data Subject Access requests, informing relevant stakeholders of obligations and exemptions, and coordinating timely and appropriate responses. To contribute to the development of Information Asset Registers and to assist in the review of data process impact assessments, the LSHTM Data Protection Policy and related policies. To keep relevant trackers and processes, and to conduct administrative activities of the Legal and Compliance team.

General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

Our Values

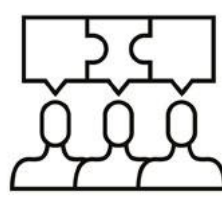
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

Main Duties and Responsibilities

Communications

- Communicate factual and legal concepts clearly and accurately to non-specialists.
- Use a variety of formats to convey information, including short and/or graphical methods.
- Acknowledge queries in a timely way and give realistic timelines for a response on behalf of the team.
- Respond sensitively to queries from colleagues and students.
- Contribute to the timely and informative creation and distribution communications.
- Negotiate contracts on behalf of the School engaging both with internal and external stakeholders.

Teamwork and Motivation

- Contribute positively to a busy team of legal and compliance professionals.
- Assist colleagues with a dynamic and complex workload, including proactively offering help when there is capacity to do so.
- Contribute to a supportive and encouraging team environment, and bring a resilient approach to an occasionally heavy workload.
- Provide advice and guidance on changes to legislation and case law affecting the School.

Liaison and Networking

- Be first point of contact for routine legal matters, Freedom of Information and Data Subject Access requests, coordinating relevant information gathering and responses.

- Develop and maintain links with internal colleagues (departmental administrative staff; other professional services teams) and external contacts (other higher education and charity legal teams; external services providers, the Information Commissioner's Office and counterparts in negotiations).

Service Delivery

- Provide advice and guidance to colleagues on commercial contracts to be entered into by the School and a range of subsidiaries and associated institutes/programmes including drafting and negotiating contract terms and conditions.
- Provide efficient and pragmatic legal advice and guidance on a wide range of legal, commercial, contracting and transactional issues.
- Draft and pragmatically negotiate agreements which maximise revenue potential while minimising legal and commercial risk.
- Advise on the trademark/IP portfolios of the School.
- Maintain and, where necessary, develop, file and case management systems and registers for the Compliance team and the broader School, (e.g. and information asset register, case archive...).
- Act as an ambassador, positively promote the legal and compliance services of the School.
- Report on (and, where necessary, create) service delivery metrics.
- Meet high levels of data security and confidentiality required of the role.

Decision Making

- Correctly and accurately triage incoming requests and either deal with them or refer them on to the appropriate colleague as appropriate in a timely and efficient manner.
- Make initial decisions about possible exemptions that could be applied to data subject rights requests and freedom of information act requests, and escalate to the Data Protection Officer, the Senior Legal Manager and the Head of Legal and Compliance Services when appropriate.
- Know when work needs to be referred for supervision, or for completion, by relevant colleagues.

Planning and Organising

- Exercise meticulous attention to detail.
- Make use of good organisational skills for own workload.
- Deliver work in good time before deadline to allow for appropriate supervision.
- Maintain a standard suite of precedent agreements.
- Contributing to the creation and management of the School's contracts database

Initiative and Problem Solving

- Use legal and other analysis to identify available options and where appropriate recommend a course of action.
- Think creatively about problems when an immediate solution is not apparent.
- Help the team to manage complex problems which could have significant repercussions.
- Assisting with regulatory matters relevant to the School and ensuring compliance.

Analysis and Research

- Follow and where necessary help colleagues to develop standard operating procedures.
- Conduct high quality legal research from a range of sources, including statutory and regulatory guidelines.

Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).

PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Competency	Evidence	E / D
Education, Qualifications and Training	- Higher education in Law to degree level. - Professional qualification in law (e.g. LPC, BVC, SQE, international equivalent) - Qualification to practise Law (solicitor, barrister, or international equivalent) - Evidence of experience, training or qualifications in data protection	E E D D
Experience	- Previous experience of working as a legal or contracts professional, paralegal or legal assistant, or providing support to a legal and/or compliance team, e.g. at a firm of solicitors, with an in-house legal team, and/or at a Citizens Advice Bureau/law clinic. - Experience of working in an academic environment and working closely with academic staff and students. - Experience working in a higher education legal or contracts department. - Experience of effective file and case management - Experience of applying policies and procedures consistently and effectively. - Experience in committee work, including co-ordinating the production of papers, devising agendas and writing minutes	E E D E E D
Knowledge	- Understanding of the Higher Education sector - Knowledge of a broad range of legal concepts, including: - Contract law; - Intellectual Property Law; - Commercial and charitable Law - Data privacy and freedom of information - GDPR	E E

	• Knowledge of, and ability to apply, concepts of confidentiality to highly sensitive information	E
General	• Resilient to pressures of deadlines • Demonstrable standards of planning and organisation • Very high standards of oral and written communication, including accuracy • Able to assimilate large amounts of factual and legal information • Collaborative and flexible approach and ability to work well and effectively with all colleagues and students • Commitment to School's policy of equal opportunities and the ability to work harmoniously with colleagues and students of all cultures and background	E E E E E E

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: Nov 2025

Salary and Conditions of Appointment

The post is permanent and full-time 35 hours per week, 1 FTE. The salary will be on the LSHTM salary scale, Grade 5 scale in the range £39,984 - £45,728 per annum pro rata (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

Application Process

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

Asylum and Immigration Statement

LSHTM will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications but due to the salary range for this role not meeting the UKVI requirements, only applicants under certain circumstances may qualify for sponsorship for this role. Please refer to the details on the Skilled Worker visa pages to check if you are able to be paid below the [general threshold](#). Please indicate this in your application and proceed if you are able to meet the requirements.

Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found on the [government immigration rules page](#)