



Job Description

Job Title: Legal Adviser

Reporting to: Director of Business Services

Grade: POG

Purpose of the Post

This individual is responsible for providing accurate and timely legal advice to the Trust management on a variety of legal topics including but not limited to employment, education and general operations.

Main Duties and Responsibilities

- Research and evaluate different risk factors and offering proactive advice on possible legal issues.
- Maintain current knowledge of laws and provide clarification on legal language.
- Regularly monitor and ensure the Trust's compliance with employment law in the context of the complex school environment.
- Advise on a variety of legal issues and legal risks.
- Draft, review, edit, interpret, and advise on Trust policies, complex employment matters, contractual matters and other legal documents.
- Research and report on unique legal issues impacting the Trust.
- Keep abreast of legislative changes that may affect the Trust.
- Provide advice on employment law and related employee issues.
- Assist in preparation of disciplinary hearing documents.
- Conduct investigations.
- Serve as liaison between OGAT and external solicitors in employment and educational matters.
- Communicate and serve as a liaison for external parties including external counsel, public authorities, and union representatives.
- Maintain professional and timely communications.

- Document and maintain legal files and issues.
- Any other duties as may be assigned by the Chief Operating Officer or by the Human Resources Director.

Special Features

- The post will offer flexible hours, allowing for working from home.
- The post will be considered as full or part time.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, external counsel, external legal advisors, trade union representatives, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.