



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

Appointment of GENERAL COUNSEL



Old Building



AMERICAS ASIA PACIFIC EMEA

Contents

Introduction **03**

About London School of Economics and Political Science (LSE) **04**

LSE at a Glance **05**

Our Structure **06**

Job Description **07**

Person Specification **09**

Application Process and How to Apply **11**

Introduction

Under the leadership of Professor Larry Kramer as the new President and Vice Chancellor, the London School of Economics and Political Science (LSE) is now seeking to appoint its inaugural General Counsel.

A member of the School Management Committee (SMC), LSE's executive senior management board, the General Counsel will provide strategic legal services and support to the President and Vice Chancellor, as well as all other relevant stakeholders including the SMC and other Committees. Reporting directly to the President and Vice Chancellor and working across the School, the General Counsel will also lead and have overall responsibility of the Secretary's Division.

The post holder will be a qualified and practising solicitor with significant post-qualification experience and an understanding of managing large scale and complex legal cases and frameworks. They will be adept at identifying and managing potential and current risk factors to the School while ensuring the School is best placed in its compliance requirements as a higher education institution. Through their legal expertise, they will also shape, support and influence commercial, fundraising, and other contracts, agreements and partnerships across the School.

The successful appointee will possess exceptional leadership, communication and relationship-building skills, able to deliver innovation while respecting tradition in a complex environment and through successful consensus-building. They will have a passion for higher education and align with the values of the LSE and the mission to create a truly inclusive university.



About London School of Economics and Political Science (LSE)

“For the betterment of society”

The London School of Economics and Political Science (LSE) is one of the foremost social science universities in the world. With 18 Nobel Prize winners and 37 past or present heads of state among its diverse community of alumni, LSE is a truly influential and international university at the forefront of global policy debate.

An LSE education provides students with a research-led, disciplinary and interdisciplinary experience, encouraging learners to engage critically with their subjects and real-world challenges, thus equipping them professionally and personally for the work into which they will graduate.

LSE is made up of an international community rooted in London, working to make a positive impact within our city and beyond. We are ranked the top university in London by **The Times and Sunday Times Good University Guide 2024**, **Guardian Best UK Universities Guide 2024** and, for the 12th year running, by the **Complete University Guide 2024**.

A member of the Russell Group, LSE has the highest proportion of world-leading research of any UK University. In recent years, LSE has continued to perform well in league tables and research impact exercises. In the latest UK Research Excellence Framework (REF 2021), 58% of LSE's research was judged to be world-leading and 35% was deemed to be internationally excellent. LSE is home to world-leading sustainability research which has global impact, a passionate community acting to make change, a green campus, and education programmes preparing students for future challenges.

All of this is core to its strategic mission to shape a sustainable world. In a first for UK higher education, LSE was independently verified as carbon neutral for the academic year 2020/21, for all its measured emissions.

LSE continues to develop and change but its founding purpose, “for the betterment of society”, remains as important as ever.

LSE at a Glance...



We have **234,000 alumni** across the world.



Over **40 world leaders** have studied or taught at LSE.



LSE counts **18 Nobel Prize winners** among our staff and former students.



During the year 2022/23, LSE had **12,034 full time students: 5,983 undergraduates, 5,515 taught postgraduates and 536 postgraduate researchers.**



36 per cent of students were classed as Home and **64 per cent as Overseas.**



Students come from **146 countries.**



29 academic departments and institutes.



19 research centres.



In 2021 LSE became the first **Carbon Neutral verified university in the UK.**



Ranked 6th in the world for social science and management subjects in the QS World and Subject Rankings 2024.

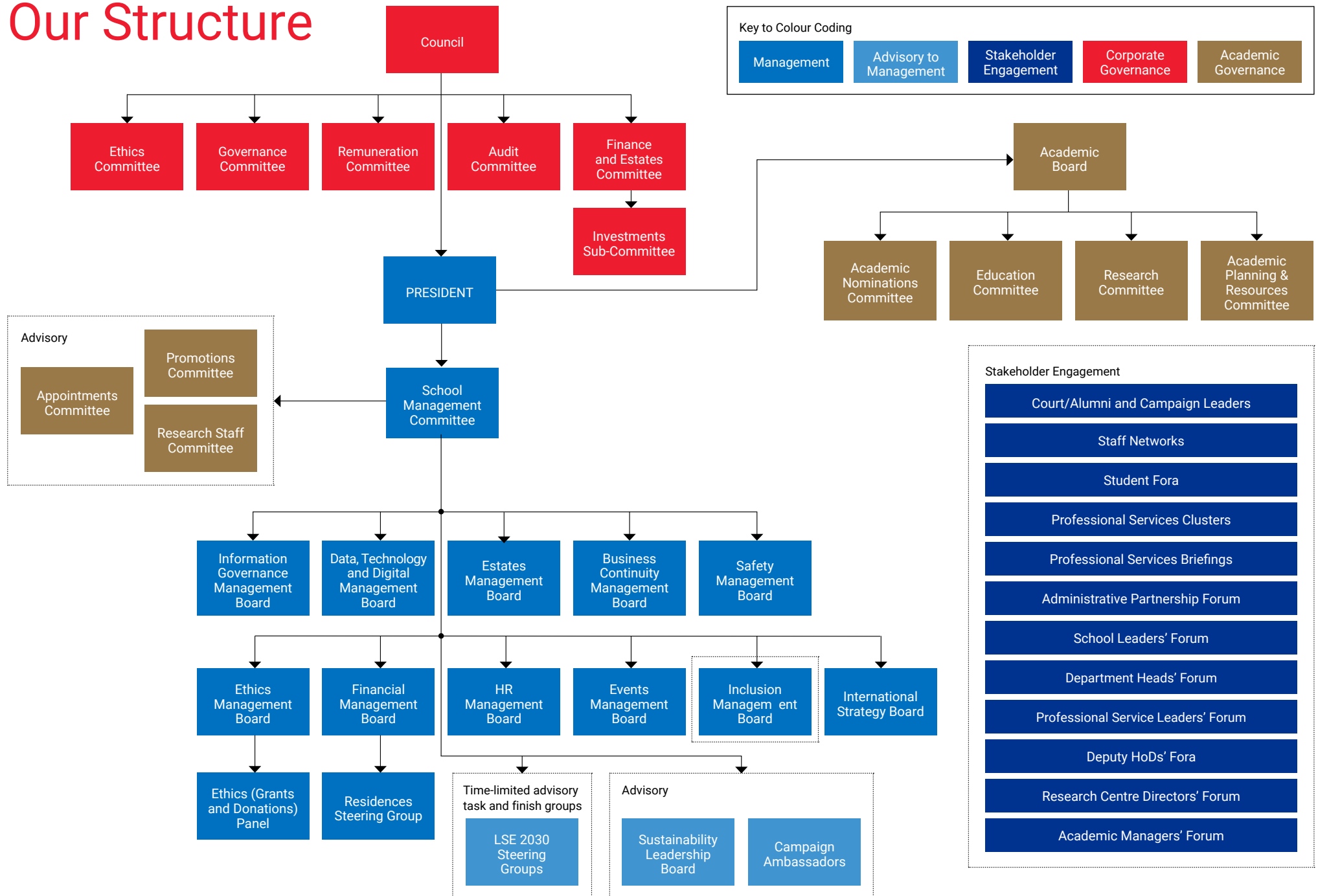


In this year's QS World rankings, LSE secured an Employer Outcomes score of **99.6 per cent.**



According to the most recent data, **93 per cent of graduates** entered employment or study within 15 months of graduating.

Our Structure



Job Description

Job title: **General Counsel**

Department/Division: **Secretary's Division**

Accountable to: **President and Vice Chancellor**

Reporting to the LSE President and Vice Chancellor, the General Counsel provides strategic legal services of the highest possible standards to the LSE President and Vice Chancellor, the School Management Committee, and other relevant Committees. The post holder will provide dedicated, specialist legal advice for legal matters across the organisation including crisis management, education and research, governance and regulation, risk and compliance, and cyber issues and data protection.

The General Counsel will be a member of the School Management Committee.

The role will provide leadership and have overall responsibility of the Secretary's Division.

The role will work with key stakeholders across the institution on ensuring all areas have appropriate frameworks, procedures and policies to manage legal challenges, risk, compliance and governance.

Duties and Responsibilities

- Provide strategic legal advice to the President and Vice Chancellor as well as all members of the School Management Committee and other relevant Committees on all appropriate legal and related matters.
- On behalf of the President, deal with complex, significant matters that cut across legal and related areas.
- Provide leadership on all legal matters to the institution and relevant functions.
- Identify and manage potential and current risk factors to LSE both nationally and internationally.
- Set internal governance policies and manage the impact of external factors, such as legal rulings.
- Undertake strategic governance effectiveness and review policies (and, as appropriate, procedures and processes) at regular intervals to ensure institutional governance aligns with the School's strategic aims.
- Working with the School Secretary, ensure the School is best placed in its compliance requirements with higher education legislation.
- Oversee the strategic review processes of the School's by-laws, delegations, policies, and procedures.
- Lead and support key stakeholders (including legal colleagues) with the preparation and dispute of legal contracts that the School may be involved with.
- Lead, support, and commission the drafting and finalising of the terms and conditions of commercial (and in particular Capital Development of Estates projects) and consultancy contracts as appropriate.
- Oversee funded research agreements and commercialisation of LSE's intellectual property.
- Oversee the drafting and compliance of gift agreements.
- Support the EDI team in advancing the School's ambitions to build a diverse, equitable and truly inclusive university.
- Manage the key external relationships in appropriate government departments, regulatory bodies, and legal services.
- Keep abreast of legislative changes and anticipate government policy decisions.

This summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.



Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it.

The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found [here](#).

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.

Person Specification

Knowledge and Experience

Essential

- Be a practicing solicitor who currently holds a Practising Certificate from the Regulation Authority.
- Experience of managing large scale, complex legal cases, and legal frameworks for either a large organisation or large legal practice managing such clients.
- Demonstrate a strong track record on delivering a successful vision of innovation and transformation in legal and governance practices of an organisation or with respective corporate clients while respecting tradition in a complex environment and through successful consensus-building.
- Demonstrate a track record of functional leadership in a complex organisation.

Desirable

- Knowledge of the UK and international legal regulation impacting the higher education environment.

Communication

Essential

- Able to communicate effectively at all levels within a large organisation, being able to build support and cooperation to meet its strategic goals.
- Able to effectively communicate complex legal matters simply to key stakeholders, enabling a collective understanding of legal impacts and the ability to manage any impacts effectively.

Teamwork and Motivation

Essential

- Able to set clear and challenging goals while committing to support the team(s) to enable these goals to be met.
- Able to work in a collaborative and highly collegiate manner.
- Able to attract and recruit top talent, motivate the team, delegate effectively, celebrate diversity within the team, and manage performance.





Planning and Organising

Essential

- Able to plan, set and implement strategic plans for teams and wider organisational level committees.
- Able to co-ordinate teams and/or units to focus effort and resources on critical activities.
- Able to apply legal frameworks and their application in the running of organisations.
- Able to anticipate and balance competing interests, taking actions to prevent any adverse impact on the implementation plans.

Liaison and Networking

Essential

- Demonstrate the ability to liaise effectively with key stakeholders both internally and externally.
- Able to use networks effectively to anticipate possible opportunities, threats, or unintended circumstances.
- To be involved with external professional groups which support and update new knowledge in the legal profession.

Decision Making

Essential

- Demonstrate a strong track record of making good sound decisions in an environment with ever changing circumstances, potential uncertainty, and ambiguity.
- Able to gather relevant data, information and provide authoritative and pragmatic advice to ensure appropriate decisions are made calculating the potential risk, foreseeable threats and unintended consequences.
- Able to initiate processes and procedures to resolve problems, anticipating difficulties and identifying practical/creative ways of overcoming or preventing them.

Essential: requirements without which the job could not be done.

Desirable: requirements that would enable the candidate to perform the job well.

Application Process and How to Apply

An executive search exercise is being undertaken by Perrett Laver in parallel with an open advertisement of the post. Perrett Laver will support the Appointment Committee in the discharge of its duties, both to assist in the assessment of candidates against the requirements for the role and to identify the widest possible field of qualified candidates.

Application is by submission of a full curriculum vitae (CV) and a covering letter of application. The CV should include all educational and professional qualifications, full employment history, and details of key achievements. The covering letter should be between two to three sides of A4 and should address your interest in the position and the LSE, as well as how you meet the job description and person specification.

The application should also include suitable daytime and evening telephone contact details, a preferred email address, and the details of at least two referees. Referees will not be contacted without prior agreement and notice.

Completed applications should be uploaded [here](#), quoting reference **7352**.

The closing date for applications is **midnight BST on Sunday 14th July 2024**.

Perrett Laver will conduct preliminary interviews with long-listed candidates in weeks commencing 29th July and 5th August, and the Appointment Committee will meet at the end of August to decide upon a shortlist of candidates.

These individuals will subsequently be invited for interview on 17th September and/or 20th September 2024.

Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.

As defined under the General Data Protection Regulation (GDPR) Perrett Laver is a Data Controller and a Data Processor, and our legal basis for processing your personal data is 'Legitimate Interests'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website <http://www.perrettlaver.com/information/privacy/>





THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



AMERICAS ASIA PACIFIC EMEA