



Position: Legal Adviser

Location: Head Office, Park Royal, London W3

Type of Employment: Full time, contract

Salary: Competitive

Reports to: CEO and Deputy CEO

LSST – London School of Science and Technology

LSST is a higher education institution that prides for providing high quality education to individuals from all background, abilities and aspiration to fulfil their potential through learning, achievement and progression.

London School of Science and Technology (LSST) was founded in 2003. It has since grown to become one of the leading Higher Education institutions of its kind in the private sector with campuses in London, Luton and Birmingham.

Job Purpose:

To be responsible for the provision of legal advice and support for a broad range of legal matters and relevant functions of the organisation and its associated companies.

Responsibilities:

You will act as the lead legal adviser within the organisation, advising and providing support on legislation applying to higher education, contractual matters, GDPR information law, managing conduct of litigation matters and dealing with a wide range of complex and high profile commercial related matters.

You will be able to work on your own initiative, produce high quality work to tight deadlines with excellent organisational skills and the ability to multi-task whilst remaining focussed and calm under pressure.

You will be proactive in identifying and establishing methods to reduce potential risk or liability to the organisation and its associated companies.

Person Specification:

The ideal candidate will have:

- Experience within a similar role
- Relevant legal qualification(s)
- Strong IT/computer skills and knowledge of Microsoft packages
- Excellent communication skills in engaging with varying audiences
- Outstanding report writing, presentation and briefing skills
- Able to work well under pressure

This role will include interaction with senior management within the organisation which requires excellent interpersonal skills, tact, diplomacy and a very high standard of written and oral communication.

How to apply:

Applications for this post must include the following:

- Your CV document
- A covering letter explaining how you meet the requirements of this post

Please e-mail your covering letter and CV to recruitment@lsst.ac