



Job Description

This form 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.

Job title: LSE Legal Clinic Director

Department/Division: Law School

Accountable to: Law School Dean

Job Summary:

The LSE Legal Clinic Director will lead on the establishment of this ground-breaking pro bono legal Clinic, offering training opportunities to students and free legal advice to members of the public. The initial focus of the Clinic will be in the field of Employment Law. The role involves the scoping and planning of the Clinic's operation and working with the Law School Dean and senior colleagues to secure ongoing funding. To identify and manage relationships with partner law firms and stakeholders. Once established, the Director will oversee day to day operations of the Clinic and work with Academic colleagues on the integration of Clinic activities with teaching and courses where appropriate.

HERA Competencies

Knowledge and Experience

- To lead on the establishment of the LSE Clinic, working with senior Law School colleagues on the establishment and delivery of strategic plans and initiatives.
- To lead on the ongoing strategic direction and development of the LSE Clinic, working with senior Law School colleagues on the design and delivery of strategic plans and initiatives.
- To implement and manage new projects and developments within the LSE Clinic. Assessing the operational impact, objectives, developing project plans and consider risk assessments.
- To devise and manage the training of new partner law firms and stakeholders.
- To oversee all operational plans for the LSE Clinic; review, revise and create as appropriate.
- To manage, on a day to day basis, all LSE Clinic staff, following appropriate procedures and practices.
- To work closely with the Law School Manager to manage the LSE Clinic's budget and feed into future budgeting decisions.
- To analyse situations and take complex decisions and problem solving in order to ensure the smooth and efficient running of the LSE Clinic.
- To seek, identify and create opportunities to expand the provision of legal advice, support and other services to new and emerging groups and organisations nationally, by being regularly involved in activities within the pro bono field and ensuring LSE has a presence in the pro bono and professional network.
- To pursue funding opportunities for the LSE Clinic as appropriate, including funding from external sources, making applications for funding and ensuring funding requirements and criteria are met.
- To pursue funding opportunities for the LSE Clinic from donors, working closely with the Law School Dean and PAGE to identify and develop relationships, ensuring funding requirements and criteria are met.
- To lead on advertising, co-ordinating and finding clients
- To develop opportunities for cross institutional/ organisational working with other HE, NGO, pro-bono organisations.



- To be actively aware of, and involved with, developments within the profession, and the field of pro bono.
- Develop continuously and maintain, a strong reputation in the field of practice.
- Maintain an in-depth technical knowledge, and an up-to-date understanding of developments affecting the practice of the profession.
- To be actively aware of, and where appropriate involved in, developments within the Law School, particularly insofar as these might provide opportunities for greater synergies between the Clinic and Law School colleagues.
- Undertake all work in line with codes of conduct and standards as set out by the relevant professional body.

Decision Making; Initiative and Problem Solving

- Contributing to decision-making processes affecting the Law School and LSE policy through Law School committee membership, where required.
- Providing advice to the Dean and senior colleagues on key strategic decisions and policy issues, where required.

Service Delivery

- Taking the initiative in developing the service that the Law School provides to staff and students in relation to the LSE Clinic, with a commitment to continuous improvement and enhancement of enhancement of the student and staff experience.

Communication

- Drafting papers, reports and responses to the LSE and Law School, where required.
- Reporting on activities and trends within the pro bono sector to inform decision making.

Liaison and Networking

- Building a network of contacts across LSE within Departments and Service Divisions for the purpose of information gathering and influencing decision making
- Participating in Law School and, where relevant, LSE committees, working parties, focus groups and peer group networks/fora
- Liaising with external contacts regarding the LSE Clinic's activities.

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.



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It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click 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.