



<b>Job Title:</b>	Legal Adviser
<b>Parent Department:</b>	Rector's Office
<b>Department:</b>	Legal Adviser's Office
<b>Line Manager(s)</b>	Rector, Secretary General
<b>Subordinate Positions</b>	Solicitor, Civil Servant
<b>Acting Manager</b>	Acting

**Job Description**

To assist the administration by providing legal advice to ensure that decisions made by the Rector's Office and other university departments comply with the relevant legislation, and by carrying out other legal tasks.

- Responsibilities and Powers of the Role**
- To advise the Rector on all legal matters deemed necessary for the provision of university services.
  - To provide legal assistance on matters referred by university units.
  - To organise, manage and supervise the work of the Legal Advisory Office.
  - To take timely preventive measures to protect the rights and interests of the Rector's Office.
  - To provide an opinion on whether there is a public interest, both material and legal, in the amicable resolution of judicial and administrative disputes.
  - To provide legal opinions on legal matters requested by administrative and academic units; whilst the authority to assess and decide on such matters rests with the relevant unit.
  - To provide legal opinions on draft legislation prepared by other public institutions and organisations, as well as draft legislation prepared by administrative and academic units, and on all types of contracts, specifications and protocols relating to administrative services, where necessary.
  - To coordinate, monitor and oversee proceedings relating to litigation, enforcement proceedings, arbitration and other disputes referred to the courts, where such matters are to be pursued and represented through the procurement of services by the Administration.
  - To represent the Legal Advisory Office.
  - To ensure coordination between the Legal Advisory Office and other departments.
  - To formulate the necessary legal opinions on matters referred to them and to communicate these to the relevant parties.
  - To ensure that the staff of the Advisory Office work efficiently and to monitor whether duties are being carried out in full.
  - Participate in work relating to legislation, regulations, decrees, circulars and instructions referred to him.
  - Monitor and resolve all types of legal and administrative cases, enforcement proceedings and arbitration matters in which the University is a party, before the courts, arbitrators and enforcement offices.
  - To draft notices of demand and notices of default on behalf of the institution; to receive and respond to notifications addressed to the institution from judicial and administrative courts, enforcement offices and notaries.
  - To undertake work relating to the drafting of the section concerning the Legal Advisory Office within the University's Strategic Plan, and to participate in other planning and project work carried out by the University as required.
  - To handle matters relating to the recovery of public losses incurred by the University as a result of judicial and administrative proceedings and legal transactions, from those whose acts or omissions caused such losses.
  - To perform other duties assigned by the Rectorate and the General Secretariat in legal matters.

**Qualifications Required for the Role**

I confirm that I have read this job description and acknowledge that it covers my current duties. The job description will be revised as necessary to ensure it remains up to date.

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Position Title Responsible Person  
(Title, First Name, Surname, Signature)

Approving Senior Manager  
(Title, First Name, Surname, Signature)