

<b>Job Title</b>	Legal Administrator
<b>Reports to</b>	Solicitor
<b>Grade</b>	Grade 3
<b>Purpose</b>	<p>To provide comprehensive administrative support with a range of legal activities and liaison with various external stakeholders.</p> <p>Support the legal team with general day to day admin activities to ensure objectives, business and local customer needs are met.</p> <p>The job holder will also be required to provide executive support to WWU's Executive Team and provide conference management support to the business as and when required.</p>
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• Provide administration support on technical document production and amendments i.e., legal contracts.</li> <li>• Organise the diary, meeting and travel requirements of the legal team and arrange any external meetings with solicitor firms.</li> <li>• Assist with requests from external stakeholders for documents as part of interim and statutory audits.</li> <li>• Acting on own initiative to organise and support board meetings and provide support to Company Secretary             <ul style="list-style-type: none"> <li>○ Organise board and board committee meetings and pro-actively manage diaries for these meetings for directors and other attendees for year ahead.</li> <li>○ Liaise with external stakeholders such as CKI (CK Infrastructure Holdings Limited) on various requests</li> <li>○ Produce board meeting packs</li> <li>○ Meeting administration and use of diligent board books</li> <li>○ Support administrative company house filing requirements including updating Director details.</li> <li>○ Maintaining minutes of board meeting and supporting the preparation and finalisation of board minutes.</li> </ul> </li> <li>• Assist the easement process with external solicitors for signing and retention of deeds.</li> <li>• Assist with Land Registry activities via an online portal.</li> <li>• General admin duties (including AVL setup, framework setup, cheque requests, processing invoices, electronic and paper filing for legal and company secretarial files)</li> <li>• Manage sensitive and highly confidential information.</li> </ul>

	<ul style="list-style-type: none"> <li>• General administration support to wider Exec team as required</li> </ul>
<p><b>Technical Know-How &amp; Skills</b></p>	<ul style="list-style-type: none"> <li>• Excellent IT skills including advanced Word, Powerpoint, Excel and Adobe Nitro Pro</li> <li>• Strong organisation, prioritisation and administrative skills</li> <li>• Ability to multi-task in a faced paced environment</li> <li>• Excellent customer service, communication and inter-personal skills</li> <li>• Experience of working with managers at senior levels internally and externally</li> <li>• Demonstrable proactive approach to work with a track record of delivering quality work to tight timescales</li> <li>• A high level of competence in maintaining accurate records and attention to detail</li> </ul>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• No essential mandatory qualifications required; however, the job holder must have a willingness to gain an understanding of legal activities and principles, and attend any training course as necessary to fulfil the duties of the role</li> </ul>