



## Job Description

**Job Title:** Director, UCL Centre for Access to Justice  
(Principal Teaching Fellow)

**Reference:** 1436375

**Grade:** Grade 9

**Hours** Full Time (36.5 hours per week)

**Available:** 01 January 2015

**Responsible to:** Dean, UCL Faculty of Laws

### The UCL Faculty of Laws

For almost 200 years, UCL Laws has been one of the leading centres of legal education in the world. Recognised as offering an outstanding educational experience to our students, we combine a strong theoretical foundation in the law with practical teaching from world-leading academics and practitioners.

Our community of intellectually dynamic scholars responds to today's global challenges, and through our research, we help to shape government policy, national and international law and its practice. At the heart of legal London, we attract the leading figures in the field to contribute to our vibrant programme of events, informing public debate and understanding of contemporary social, legal, environmental and economic issues.

The UCL Laws student body numbers around 960 students, divided between 500 undergraduate, 400 taught graduate, and 60 graduate research students. The faculty has an academic staff of some 55 professors, lecturers and readers, as well as many visiting professors, lecturers and distinguished judicial visitors, and our dedicated team of professional services staff provides valuable support to both our students and academic staff.

Throughout our long history, we have been committed to the values of the founders of UCL: justice, liberty and equal rights for all. As a faculty, we work together to promote these values among our staff and students, and as part of UCL, we harness the potential of cross-disciplinary research and expertise to address the world's key problems.

## **The Centre for Access to Justice (CAJ)**

The Centre for Access to Justice at UCL Faculty of Laws aims to provide significant benefit to, and strengthen links between, the local community, UCL students and the professions. Importantly, the Centre combines the unique advantages of clinical legal education (CLE) with the provision of pro bono legal advice to vulnerable communities.

The work of the Centre is timely in the context of cuts to legal aid provision. Our pro bono activities assist individuals in areas where legal advice and representation is most needed as well as providing rich educational value to UCL students in the Faculty of Laws.

The core objectives of the Centre are:

- To provide legal assistance to members of the local community who would otherwise be unable to afford it;
- To engender an awareness of social justice in our students;
- To implement innovative teaching and learning methods;
- To develop students' ethical and professional awareness.
- To build stronger links between UCL, the legal profession, NGOs and the community.

## **The Role and its Responsibilities**

As part of our commitment to clinical legal education in the Faculty of Laws and to continue the excellent track record of pro bono the UCL Centre for Access to Justice, we seek a Principal Teaching Fellow to provide strategic leadership and direction for the Centre.

The role is integral to the continuing development of the Centre for Access to Justice as we scope and develop our casework provision and expand our pro bono projects in conjunction with leading partner organisations. The post holder will have the practical, legal and academic expertise required to build and strengthen partnerships in the not-for-profit legal community while being committed to excellence in teaching and developing the professional skills and awareness of UCL law students.

The Director will work closely with, and provide oversight for, the Centre for Access to Justice Manager who is responsible for the day to day running of the Centre's projects, casework, and pro bono programme. The Manager will also support the Director in funding management, donor stewardship, and partnership development as well as any other management tasks as needed.

Consistent with the Centre's core objectives, the postholder must demonstrate a commitment to access for all to social justice. The postholder will also be responsible for course management, development and design and undertake teaching/supervision in ethical and professional awareness issues relevant to casework.

## **UCL CAJ Management Tasks**

As the Director of the UCL Centre for Access to Justice you will:

- Set strategic goals and priorities for the CAJ and scope new projects and casework activities, including establishing UCL as a freestanding general advice clinic in future.
- Oversee CAJ activities and all student casework, including management of staff members (CAJ Manager and part-time Solicitor) and undergraduate and postgraduate students.
- Secure and manage funding for CAJ activities and undertake donor stewardship in partnership with the UCL Development & Alumni Relations Office.
- Oversee the monitoring and evaluation of all casework and student projects.
- Develop and strengthen CAJ partnerships with NGOs, charities, legal professionals and other law school clinics.
- Investigate casework related research projects and maximise the outreach and impact of CAJ projects.
- Oversee a widening participation programme of activities, including the CAJ Access to Justice Summer School.
- Effectively communicate the goals and work of the Centre to the Faculty, UCL and the wider community.

## **Teaching and Course Development**

- Successfully convene, teach, supervise and assess the Access to Justice clinical undergraduate course and new postgraduate course (2015-16).
- Coordinate, manage and conduct student training for student casework.
- Expand clinical opportunities and student casework as part of the LLM programme.
- Provide pastoral support and guidance to students in the development of their casework skills (interviewing, advising, client care, legal research, drafting and advocacy) through one-to-one sessions and case oversight.
- Resolve day-to-day organisational and student support issues and risk manage the clinical legal education programme.
- Contribute to quality assurance and quality enhancement of undergraduate and postgraduate clinical courses.

## **Enabling**

- Make a contribution to the Faculty's strategic leadership, and governance, or a significant contribution to the achievement of the Faculty's and UCL's wider goals and aims.

## **Staff and Professional Development**

- Pursue academic excellence through a continuing commitment to

- academic, professional and personal development.
- Such other duties as may reasonably be requested.

### **In addition**

1. The postholder will be expected to actively follow UCL policies including Equal Opportunities policies.
2. The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.
3. As duties and responsibilities change, this job description will be reviewed and amended in consultation with the postholder.

### **Person specification**

#### **Essential Criteria**

#### **Knowledge and Experience**

1. A qualified solicitor or barrister, or holding equivalent legal qualifications and experience.
2. Evidence of ability to teach successfully at Higher Education level and undertake course development and leadership.
3. Experience of managing an organisation and/or multiple projects and the ability to prioritise a diverse workload to meet deadlines and targets.
4. Familiarity with and demonstrable commitment to the provision of pro bono legal assistance to members of the local community.
5. Ability to engage competently and confidently with the world of legal practice.
6. Excellent IT skills including ability to use the MS Office suite.
7. Ability to manage a team of staff and students working on pro bono projects.

#### **Personal Style, Skills and Qualities**

8. Excellent interpersonal skills with the ability to develop relationships with partner organisations, legal professionals, staff and students.
9. Highly developed sense of legal professionalism and a commitment to access to justice.
10. Communication skills with the ability to effectively deliver lectures, seminars and student training.
11. Ability and willingness to provide pastoral care and support to students in the context of clinical legal education.
12. A demonstrable commitment to academic citizenship, and the ability to contribute to academic policy formulation and strategic planning at Faculty level.
13. Evidence of commitment to personal learning, and academic and professional development.
14. Commitment to contributing to, and appreciation of, UCL's policy of equal opportunity.

## **Desirable Criteria**

15. Experience managing an organisation providing free legal services (in a law school environment or otherwise).
16. Knowledge and awareness of legal aid provision, broader access to justice issues and scholarship.
17. Experience supervising students (or interns/trainees) in casework.

## **Application Procedure**

Applications should be made online at [www.ucl.ac.uk/hr/jobs](http://www.ucl.ac.uk/hr/jobs). Please complete the UCL Application Form, and use it to demonstrate how you meet the essential and desirable criteria as outlined in the Person Specification.

Please can you also upload a current CV to your application as a supporting document.

Shortlisting is expected to be completed by Friday 24 October, and all candidates will be notified of the outcome of their application.

Interviews are expected to take place on Friday 7 November. If you have limited availability on this date, please indicate your preferred times in your application statement.

## **The Appointment**

This appointment will be fulltime and is available from 01 January 2015..

Salary, dependent on qualifications and experience, will be on the Grade 9 salary scale £53,119 - £57,760 per annum, inclusive of £2,919 London Allowance.

You would be eligible to join the recommended occupational pension scheme for Universities, the Universities' Superannuation Scheme (USS).

The leave allowance is 27 working days' annual leave per annum plus Statutory Bank Holidays (normally 8) and local discretionary holidays (normally 6).