

## Job Description: Population Data Science Paralegal

<b>Faculty/Directorate/Service Area:</b>	Medicine and Human Life Sciences
<b>Job Title:</b>	Population Data Science Paralegal
<b>Department/Subject:</b>	Faculty of Medicine, Human Health and Life Sciences (FMHLS)
<b>Salary:</b>	Grade 6 £29,959 - £33,482 per annum together with NEST pension benefits
<b>Hours of work:</b>	Full-time (35 hours per week)
<b>Number of positions:</b>	1
<b>Contract:</b>	This is a fixed-term position until 31 <sup>st</sup> March 2026
<b>Location:</b>	This position will be based at the Singleton Campus with options for hybrid working

<b>Main Purpose of Post</b>	<ol style="list-style-type: none"> <li>1. To assist in the provision of administrative and legal services for the Population Data Science Legal Team</li> <li>2. To conduct innovative legal research in the areas of data protection; data legislation; Trusted Research Environments and new and emerging areas of data protection law for example AI, machine learning</li> <li>3. Produce monthly legal logs to the Legal Team concerning topical contemporary legal issues following the conclusion of legal research</li> <li>4. Manage professionally and confidentially written and telephone conference call correspondence with senior colleagues, other solicitors and third parties (including stakeholders)</li> <li>5. Minute legal meetings and facilitate the Legal Team with their actions</li> <li>6. Assist in the creation and drafting of legal documents including but not limited to contracts and privacy notices under the supervision of solicitors</li> <li>7. Assist with overarching governance themes for the Population Data Science Team under the supervision of solicitors</li> <li>8. Assisting with the reviews of interdepartmental policies and procedures</li> </ol>
<b>General Duties</b>	<ol style="list-style-type: none"> <li>9. To fully engage with the University's Performance Enabling and Welsh language policies</li> <li>10. To promote equality and diversity in working practices and to maintain positive working relationships</li> <li>11. Any other duties as directed by the Head of College / Department, or their nominated representative expected within the grade definition.</li> <li>12. To ensure that risk management is an integral part of any decision-making process, by ensuring compliance with the University's Risk Management Policy</li> </ol>
<b>Professional Services Values</b>	<p>All Professional Services areas at Swansea University operate to a defined set of Core Values - Professional Services Values and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p> <p><b>We are Professional</b></p> <p>We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality.</p>

	<p><b>We Work Together</b> We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation, and challenge to deliver services that strive to exceed the needs and expectations of customers.</p> <p><b>We Care</b> We take responsibility for listening, understanding, and responding flexibly to our students, colleagues, external partners, and the public so that every contact they have with us is a personalised and positive experience. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p>
<p>Person Specification</p>	<p><b><u>Essential Criteria:</u></b></p> <p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Demonstrable evidence of taking pride in delivering professional services and solutions.</li> <li>• Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers.</li> <li>• Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience</li> </ul> <p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Educated to degree level or equivalent experience</li> </ul> <p><b>Knowledge and Skills:</b></p> <ul style="list-style-type: none"> <li>• Demonstrable knowledge of the University Scheme of Delegation as well as legal signatories/sign off, and the ability to apply them in a work environment</li> <li>• Understanding of the aims and objectives of both the SAIL and SeRP work programmes</li> <li>• Ability to seek out, analyse and interpret information from a wide variety of sources, then present this in systems / reports clearly and accurately</li> <li>• Ability to complete a standard form template of a contractual type document (e.g. Collaboration Agreements / Memorandum of Understanding) using consistent professional language</li> <li>• Excellent organisational and time management skills with ability to prioritise work.</li> <li>• Excellent communication skills both written and oral with the ability to communicate complex information confidently to a range of individuals and groups</li> <li>• Good interpersonal skills – the ability to collaborate and build relationships with internal and external stakeholders</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience of supporting legal professionals, preferably within a University or public sector environment</li> <li>• Demonstrable experience of working within a structured administrative environment, including maintaining databases / document management systems or similar</li> </ul>

	<ul style="list-style-type: none"> <li>• Evidence of delivering accurate, consistent, efficient and systematic information, producing reports on time and to the required standard</li> <li>• Evidence of producing high quality written and verbal communication to ensure a professional and positive experience.</li> <li>• Experience of working collaboratively and co-ordinating others</li> <li>• Experience of working independently using own initiative, particularly in relation to engaging with others</li> <li>• Proven experience of taking personal responsibility for seeking and acting on feedback to learn and develop</li> </ul> <p><b>Desirable Criteria:</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate in Welsh</li> <li>• Previous experience of a role within the legal sector and/or experience in the legal academic sector</li> <li>• Previous experience of using service management tools e.g. JIRA service desk/legal case management software</li> <li>• Previous knowledge of data science</li> </ul>
Welsh Language Level	<p>Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.</p> <p>For more information about the Welsh Language Levels, please refer to the Welsh Language Skills Assessment web page, which is available <a href="#">here</a>.</p>
Additional Information	<p>Informal enquiries: Caitlin Jones at <a href="mailto:caitlin.jones@swansea.ac.uk">caitlin.jones@swansea.ac.uk</a> or Rachel Brooks at <a href="mailto:rachel.brooks@swansea.ac.uk">rachel.brooks@swansea.ac.uk</a></p>

