

**UNIVERSITY OF LINCOLN LAW SOCIETY  
ROLE DESCRIPTION**



<b>ROLE TITLE:</b> Negotiation Officer	<b>DEPARTMENT:</b> Competitions Division
<b>REPORTS TO:</b> Competitions Director	<b>DATE:</b> April 2016

<b>Context</b>	<p>Over the past few years, the University of Lincoln Law Society has grown in size and potential, especially with regards to competitions. The past academic year saw the introduction of Client Interviewing and Debating, a reformed Negotiation competition and the continuation of the established Stone Shield Mooting Competition.</p> <p>This year the competitions division will be tasked with refining and improving the competitions, offering more support to see competitors progress through the rounds of the internal competitions, and go further in the externals.</p>
<b>Role Purpose</b>	<p>The Negotiation Officer's primary duty is continue our Lincoln Negotiation Competition as well as developing a new competition which will set competitors up to compete nationally. This includes locating and entering external competitions as well as creating innovative internal activities.</p> <p><b>This is a voluntary position, open to students at all levels of study on a relevant course with transferable skills related to business, commerce or group dispute resolution.</b></p>

**KEY RESPONSIBILITIES**

<b>Engagement</b>
The Negotiation Officer shall be responsible for creating and promoting the negotiation opportunities to be offered by the Law Society. They shall work closely with the Competitions Director to create new activities that focus on commercial legal skills and simulated dispute resolution.
<b>Advocacy Skills</b>
The Negotiation Officer shall play a leading role in coaching and training our negotiation participants in the skills of dispute resolution and debating.
<b>Organisation</b>
The Negotiation Officer shall be responsible for organising all negotiation events and will be required to arrange meetings, venues and workshops to ensure that the activities run smoothly. They shall also be the main or sole contact for external competitions and will make the necessary arrangements to facilitate our participation in such competitions, in conjunction with the Law School and Law Society.
<b>Communication</b>
The Negotiation Officer will need to be in frequent contact with key negotiation contacts, including the following: competition organisers, local legal professionals, negotiation participants and Law School staff.
<b>In addition, undertake such duties as may reasonably be requested and that are commensurate with the nature of the post.</b>

**ADDITIONAL INFORMATION**

<b>Scope and Dimensions of The Role</b>	<p>This is a relatively new and important role within the Law Society that promises to provide the successful candidate with a rewarding portfolio of duties and responsibilities. The successful candidate will take a leading role in improving student engagement within the Law Society in a brand new area of extra-curricular activity, with the aim of creating a foundation to be followed in future years.</p> <p>Working on this new branch of activities will give the Negotiation Officer a great deal of flexibility and creativity in their work, but will also require focus and drive to ensure that Negotiation becomes a sustainable activity with continuity for future years. Any past experience in negotiation, debating or commercial work is therefore ideal from a candidate, but in lieu of this the successful candidate will need to have strong organisational skills and the enthusiasm to learn more about competitive negotiation.</p> <p>This role promises to be extremely rewarding to the successful candidate. The Negotiation Officer will have excellent opportunities to boost their employability and expand their network of professional contacts, whilst also improving their key transferrable skills in the areas of administration, communication, leadership and event organisation, with a focused remit on commercial legal skills.</p> <p>As a member of the Competitions Division of the Law Society, the Negotiation Officer will report directly to the Competitions Director who is tasked with overseeing our full portfolio of engagement initiatives. They will also be expected to work closely with contacts in the Law School as well as local professionals to ensure that negotiation activities are run professionally.</p>
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<b>Key Working Relationships</b>	<p>Sara Checkley – Civil Litigation Module Coordinator, Lincoln Law School  Martyn Heathcote – Programme leader, Lincoln Law School  Vicky Naylor - College Finance Clerk, College of Social Science  Competitions Director, University of Lincoln Law Society  Negotiation Assistant, University of Lincoln Law Society  Marketing Director, University of Lincoln Law Society</p>
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<b>Key Networks</b>	<p><u>Internal Contacts:</u>  Students' Union (Activities Department)  University (Lincoln Law School; College of Social Science)  <u>Competition Organisers:</u>  CEDR;  <u>Law Contacts:</u>  KWMSJBerwin; BPP; University of Law;</p>
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<b>Author</b>	EC	<b>Date</b>	April 2016
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**UNIVERSITY OF LINCOLN LAW SOCIETY  
PERSON SPECIFICATION**

**Role Title: Negotiation Officer**

Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A), Interview (I), Presentation (P); References (R)
<b>Experience:</b> Negotiation Debating Commercial work experience	D D D	A,I A,I A,I
<b>Skills and Knowledge:</b> Organisation Time-Management Communication Administrative skills	E E E E	A,I A,I A,I A,I
<b>Competencies &amp; Personal Attributes:</b> Creativity & Innovation Interest in dispute resolution / commercial law Enthusiasm & Drive	E D E	A,I A,I A,I
<b>Business Requirements:</b> May be required to work the occasional evenings and weekends	D	A,I

**Essential Requirements** are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.