Job Classification Specification

Job Description for AHC General Counsel

Description effective as of October 22, 2013

Manages the Legal function for the Academic Health Center. Provides short- to medium-term tactical direction and operational oversight.

TYPICAL TASKS

Note: These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.

- Manages and directs the activities and staff involved in developing and maintaining legal activities, policies, and procedures for the University.
- Provides leadership to managers, supervisors, and/or professional staff.
- Requires expert knowledge of legal policies and procedures as well as federal and state laws.
- Partners with senior management and human resources business partners on complex issues to develop and implement solutions, resources, and compliance.

INDEPENDENCE AND DECISION-MAKING

Incumbents at this level are the ones who are most often asked to “figure it out,” to come with ideas and actions that will make the institutional strategy “real.”

COMPLEXITY AND PROBLEM-SOLVING

Figures out how to get the institution from “here” to “there,” creatively using only the mission and goals of the institution as a guide to fulfill objectives that are established in concert with the most senior managers.

Required Qualifications

Highly seasoned professional with a JD and approximately fifteen (or more) years of experience; often the resident expert in a specialized field or complex operation, and the final authority on a matter of financial significance to the institution; understands the nuances, fine print, trade-offs, exceptions, etc., of an issue.