

Job Description

Job title	Legal Officer
Reports to	Head of Case Management
Grade	4
Directorate	Legal and Regulatory Affairs
Term	Permanent

Job purpose

To assist in the prosecution of anti-doping rule violation matters and all non-contentious legal matters.

To work with the Legal Team to ensure the highest quality legal advice is made available to the organisation in the most efficient way.

Key result areas

To assist in the effective and timely prosecution of alleged anti-doping rule violations and the provision of non-contentious advice, including:

- Advising on investigations into potential anti-doping rule violations
- Legal research
- Interpretation of rules and regulations
- Preparing independent review requests
- Conducting case to answer assessments
- Drafting and serving Notice/Charge Letters
- Liaising with National Governing Bodies (NGBs) regarding the bringing of charges for alleged anti-doping rule violations
- Liaising with NGBs in respect of anti-doping rule violation prosecutions conducted by NGBs, including reviewing submissions and evidence and attending hearings as an observer
- Advising on evidence gathering
- Drafting and reviewing written submissions and witness statements
- Assisting with advocacy at anti-doping rule violation hearings
- Managing external counsel instructed by UK Anti-Doping
- Managing the provision of contractual and other non-contentious legal advice to UK Anti-Doping, both commercial and partnering, including liaising with internal teams and external counsel

- Managing the UKAD Contract Database, including periodic review of UKAD contracts
- Liaising with the Operations Directorate, and specifically the Intelligence and Investigations Team, in relation to investigations and relevant activities
- Liaising with, and providing advice to, the Communications team
- Reviewing UK and NGB anti-doping rules to ensure compliance with the Code, Policy and other standards and procedures
- Managing freedom of information and subject access requests received by UK Anti-Doping, including liaising with requestors, managing deadlines, collating and reviewing requested information, considering the application of relevant legislation and drafting responses
- Assisting with the implementation of the organisation's quality and risk management system within the Case Management Team

Key internal and external contacts

- UKAD colleagues including the Directors' Team
- UKAD Board
- World Anti-Doping Agency (WADA)
- National Anti-Doping Organisations (NADOs)
- National Anti-Doping Panel (NADP)
- Partner Organisations
- Law Enforcement Agencies
- Athletes and Athlete Support Personnel
- NGBs
- Regulatory Bodies
- External suppliers and consultants

Person specification

Qualifications/experience/knowledge

- Educated to degree level with additional professional legal qualification, such as LPC, BPTC
- Demonstrable experience in-house and/or within private practice of handling or assisting in relation to:
 - Litigation;
 - Advocacy before tribunals and/or lower courts;
 - Contracts; and/or
 - Freedom of Information Act and Data Protection Act/GDPR matters
- Experience of communicating and presenting to a variety of levels of seniority and backgrounds both internally and externally
- Experience of managing sensitive and confidential information in an appropriate manner

- Experience of analysing legal documents for accuracy
- In depth knowledge of legal terminology and principles
- A passion for, and knowledge of sport is desirable

Skills

- Ability to build and sustain relationships with a network of key people internally and externally
- Excellent writing and presentation skills
- Self-aware and excellent interpersonal, influencing, negotiation and communication skills
- Ability to work proactively with external suppliers
- Ability to prioritise own workload and work under a tight schedule with competing deadlines
- Ability to use Microsoft Office efficiently

Additional information

Working hours are 36 hours a week although flexibility is required in order to ensure core objectives are achieved. Some out-of-hours work, particularly weekend work, conference calls with international colleagues outside of core work hours, and occasional travel, will be required.

This job specification should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the organisation.