

BRITISH HORSERACING AUTHORITY
LEGAL AND GOVERNANCE
JOB DESCRIPTION

JOB TITLE: Head of Legal and Governance
DEPARTMENT: Legal and Governance
REPORTS TO: General Counsel
LAST REVIEWED: March 2026

ROLE PURPOSE:

Lead on the provision and delivery of an effective, timely, strategic and commercially focused legal service to the BHA and to Great British Racing in relation to corporate governance, corporate, commercial, data protection, litigation and dispute resolution, intellectual property and other legal matters.

Provide governance advice, develop governance strategy and draft and maintain governance policies, protocol and key constitutional documents for the Board and BHA employees.

PRINCIPAL RESPONSIBILITIES:

GENERAL

- Provide proactive and reactive business-focused legal advice across the organisation, including Great British Racing.
- Implement initiatives and processes to reinforce a culture of integrity, quality, ethical behaviour and responsibility across the business.
- Contribute to the organisation's strategy as part of the Senior Leadership Team.
- Deputise for the General Counsel when required.
- Supervise and mentor junior lawyers in the team.
- Undertake other duties as required by the General Counsel.

CORPORATE GOVERNANCE AND RISK MANAGEMENT

- Identify and assess legal risks and implications of all business transactions and initiatives.
- Develop and maintain governance strategy, policies and protocols for the Board and BHA employees.
- Oversee and support Board committees and operational committee matters.
- Work to enhance the BHA's corporate governance more generally.
- Provide governance advice to the Company Secretary for the BHA and its group companies, as required.
- Advise and assist the General Counsel and other Executive Directors (as necessary) on strategic governance issues.
- Assist the General Counsel on business reviews that have a legal and/or governance focus.
- Lead on the drafting and maintenance of key constitutional documents.

COMMERCIAL LEGAL FUNCTION

- Deliver an effective, timely, strategic and commercially focused in-house legal service to the business, including to Great British Racing.
- Monitor and ensure compliance with relevant legislation.
- Support other teams with policy development requiring legal input.
- Lead on business projects with a legal focus.
- Lead on the negotiating, drafting and reviewing of all agreements to which the BHA and its group companies are parties.
- Develop and maintain template agreements and guidance documents.

LITIGATION

- Oversee litigation claims and threats and pursue legal action against third parties, as required.

JUDICIAL PANEL

- Assist the General Counsel with the provision of support to the Independent Judicial Panel on matters relating to its governance, structure, jurisdiction, composition and recruitment.

PERSON SPECIFICATION

QUALIFICATIONS/EDUCATION

- Fully qualified lawyer holding an appropriate practising certificate (Law Society/Bar Standards Board).
- 7+ years post qualification experience in private practice or in-house.

COMPETENCIES

- Demonstrable understanding of relevant legislation, corporate governance, intellectual property, data protection and competition law and its implications for the BHA.
- Proven track record of interpreting and drafting contracts and legal documentation, developing and implementing governance strategies, providing advice and guidance.
- Previous experience dealing with large scale technology contracts and complex data flows.
- Proven track record of leading and implementing innovation and change, integrating processes and building a stable platform for future growth.
- A level of computer literacy commensurate with the role.
- Previous experience in sports governance is preferred but is not essential.
- Proven people management and leadership capabilities to engage and drive the development and performance of a team.

PERSONAL QUALITIES

- Strong, resilient and dynamic management style with diplomacy, will lead by example and will utilise the highest level of integrity.
- Excellent interpersonal and team working skills, with a proven ability to form and work successfully in partnerships both internally and externally, gaining consensus en route.
- Excellent communication skills (written and oral), with the ability to listen, articulate and present cases and ideas/solutions successfully at all levels to a variety of audiences.
- Strong problem-solving skills, through excellent attention to detail, a meticulous approach, and an ability to identify root causes of problems and put forward appropriate solutions in a confident and professional manner.
- Ability to multi-task, manage several projects, and exercise effective judgment, within constrained timescales and resources in the light of competing pressures, whilst remaining calm and professional.
- Objective, decisive and excellent organisational skills.

