



**BRITISH HORSERACING AUTHORITY
LEGAL AND GOVERNANCE
JOB DESCRIPTION**

JOB TITLE: Lawyer
REPORTS TO: Head of Legal and Governance
LAST REVIEWED: January 2024

PRINCIPAL RESPONSIBILITIES:

GENERAL

- Support the Head of Legal and Governance in the provision of professional and strategic advice to all areas of the business on a wide range of legal, governance and commercial issues that arise in the normal course of business.
- Monitor, research, and analyse implications of legislation, case law and regulatory matters that might affect the BHA.

COMMERCIAL LEGAL

- Support the Head of Legal and Governance in the delivery of an effective, timely and commercially focused in-house legal service to the business, including to Great British Racing.
- Assist with the negotiation and drafting of agreements to which the BHA and its group companies are parties.
- Assist with legal queries.
- Develop and maintain template agreements, training and guidance documents and policies with a legal focus.
- Create and maintain a database of all current legal agreements.

GOVERNANCE

- Support the Head of Legal and Governance with governance matters including advice, drafting and maintaining governance policies and overseeing BHA committee matters.

LITIGATION

- Assist with the handling of claims made or threatened against the BHA, including the management and effective instruction of the BHA's external legal advisors and Counsel.

DATA PROTECTION

- Assist the BHA's dedicated Data Privacy Counsel with their workload including the coordination and response to requests from data subjects and data security incidents.

INDEPENDENT JUDICIAL PANEL

- Assist the Director of Legal, Governance and Business Partners with advice relating to the framework and composition of the independent Judicial Panel.

As the needs of the business change rapidly this role will change accordingly, therefore this document should be viewed as guidelines which are subject to change.



PERSON SPECIFICATION LAWYER

QUALIFICATIONS/EDUCATION

- Fully qualified lawyer holding an appropriate practising certificate (Law Society/Bar Standards Board).
- 0-3 years PQE

COMPETENCIES

- Demonstrable understanding and knowledge of key areas of the law, providing clear, precise, practical advice that addresses the implications for the BHA.
- Proven capability of interpreting and drafting contracts and legal documentation, providing advice and guidance.
- Ability to be objective, decisive and well organised with a capacity for the initiative to deal with various issues of significance that arise.
- A level of computer literacy commensurate with the role.

PERSONAL QUALITIES

- Strategic thinker, with capability and ability to translate strategy into actionable deliverables, opportunities or activities.
- Strong, resilient, and dynamic style with diplomacy, will lead by example and will utilise the highest level of integrity.
- Excellent inter-personal skills.
- Excellent communication skills (written and oral), with the ability to listen, articulate and present ideas/solutions successfully.
- 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 and exercise effective judgement, within constrained timescales and resources in the light of competing pressures, whilst remaining calm and professional.
- Objective, decisive and with good organisational skills.
- Keen interest in sports law and governance.
- An interest/ understanding of horseracing is desirable but not necessary.