

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

**JOB TITLE:** Lawyer  
**REPORTS TO:** Head of Legal and Governance  
**LAST REVIEWED:** May 2025

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**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.
- Assist with legal queries from across the business including by monitoring the team's group mailboxes.

**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, drafting and proof reading of agreements to which the BHA and its group companies are parties.
- 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 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 General Counsel with advice relating to the regulatory and legal framework in which the independent Judicial Panel operates.
- Provide holiday cover for the Judicial Panel Executive.

*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).
- 0-1 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.
- Capability in reviewing, interpreting and drafting contracts and legal documentation, providing advice and guidance.
- Ability to be objective, decisive and well organised with 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.