



BRITISH HORSERACING AUTHORITY

EXECUTIVE

JOB DESCRIPTION

JOB TITLE: Regulatory Legal Advisor/Paralegal

REPORTS TO: Head of Regulation

LAST REVIEWED: November 2023

ROLE PURPOSE:

The British Horseracing Authority (BHA) is the governing and regulatory body for horseracing in Great Britain. It is responsible for promoting, and regulating the sport, which is at the heart of a major leisure and entertainment sector, a leading betting product and the focus of an important breeding sector. The role of the Regulatory team is to ensure the BHA is seen as a capable and progressive regulator, maintaining high levels of integrity whilst delivering the right conditions to ensure the continued growth of the sport and ensuring the highest standards of regulation. As such, fairness between participants, clarity and consistency, and the promotion of the safety and welfare of horses and people in the sport are key.

Reporting into the Head of Regulation, the Regulatory Legal Advisor will provide advice and case management support to the Regulatory team in relation to prosecutions for breaches of the Rules of Racing. This will include drafting initial advice, case summaries, and preparing disclosure schedules and hearing bundles. The main function of this role is that of a paralegal to support the Senior Safeguarding Lawyer in the preparation and presentation of safeguarding and human welfare cases before the Independent Judicial Panel and the National Safeguarding Panel. The successful candidate will also work with the raceday team, assisting with the preparation of raceday appeals and responding to general queries.

The successful candidate will be enthusiastic and proactive, and able to manage a large caseload with competing deadlines. This role will involve working closely with several teams, and so excellent communication skills are key. You should be able to demonstrate case management and drafting experience, ideally in a regulatory setting. Specific safeguarding experience is not mandatory, but it would be helpful to demonstrate experience in dealing with cases of a sensitive nature. You should be able to demonstrate a keen interest in sport and sports regulation, preferably with a strong interest in horseracing or other equine sports.

DIMENSIONS:

Departments – Regulatory, Integrity, Safeguarding and Human Welfare

Stakeholders – Consultation with the NTF, PJA, ROA, and others.

PRINCIPAL RESPONSIBILITIES:

- Key supportive role to the Senior Safeguarding Lawyer in the prosecution of safeguarding cases under both the Rules of Racing and the BHA Safeguarding Regulations before BHA Panels and the National Safeguarding Panel.
- Ability to work collaboratively with investigators and lawyers to progress cases.

- Act as a liaison between the BHA and external third parties (police, local authorities and other stakeholders).
- Effectively progress cases and remain a key point of contact for prosecutions brought under the Rules of Racing.
- Drafting and finalising witness statements, case summaries and other documentation or correspondence in relation to any Inquiry.
- Provide regulatory advice to employees of the BHA when required.
- Support in the presentation of cases to the Disciplinary Panel at Inquiries or instruct legal Counsel and assist them in the preparation of cases where appropriate.
- Continuously seek to update the Authority's procedures in the above areas to ensure efficiency of process.
- Continuously develop working knowledge of the Rules of Racing and assist with drafting Rule amendments for submission to the Rules Committee.
- Advise stakeholders on the Rules of Racing, communicating both verbally and in writing.
- Update, and be accountable for regular Progress Reports to the Head of Regulation, Chief Regulatory Officer and the Disciplinary Officer if required.
- Any other duties as required by the Head of Regulation.
- Assist with and play an active role in ongoing projects within the organisation.

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 REGULATORY LEGAL ADVISOR/PARALEGAL

COMPETENCIES

- A legal qualification is not essential but is desirable (law degree or conversion course equivalent).
- Previous experience managing a large and complex caseload within a confidential legal environment.
- Previous experience of managing safeguarding and human welfare cases is desirable but not essential. Other similar/relevant experience is essential.
- Experience of operating in a confidential and sensitive manner.
- High level of computer literacy and competent user of MS Office packages, particularly Word, Access, Excel and Outlook.
- Experience of dealing with a high volume of varied legal related administration.
- Strong organisational skills with the ability to multi-task, deal with a high volume of administrative tasks and prioritise, to deliver results to tight deadlines with a minimum of supervision
- Ability to set up own administration processes or follow existing procedures
- Proven ability as an effective communicator, both written and oral, coupled with excellent attention to detail and a meticulous approach.
- Able to display a high level of discretion and diplomacy, even under pressure.

PERSONAL QUALITIES

- Professional outlook and approach
- Excellent interpersonal and team working skills.
- Confident and assertive with the capability and will to develop self.
- Demonstrable ability to use initiative and be proactive.
- Highly organised with the ability to multi-task and manage several projects at various stages whilst remaining calm and professional.
- Enthusiastic and dedicated.
- Discreet and trustworthy.
- An ability to initiate and implement change.
- Ability to exercise effective judgment within constrained timescales and resources in the light of competing pressures.
- To maintain a culture that is in line with the BHA Values and Behaviour Framework.
- A strong interest in horseracing or an empathy and association with the aims and objectives of the regulatory body for horseracing.