



BRITISH HORSERACING AUTHORITY

EXECUTIVE

JOB DESCRIPTION

JOB TITLE: Regulatory Lawyer

REPORTS TO: Head of Regulation

LAST REVIEWED: June 2024

ROLE PURPOSE:

The Regulatory Lawyer reports into the Head of Regulation and is accountable for regulatory legal advice, providing legal support to the Regulatory team and undertaking the BHA's case management function for prosecutions of breaches of the Rules of Racing, Code of Conduct and Safeguarding Regulations. The role includes case presentation as well as advisory work and the drafting of new rules and regulations.

The role also includes managing a caseload of cases from completion of the investigation through to a final hearing. This includes drafting initial advices, charges, schedules and running of case files. The successful candidate will also support the senior lawyers and in-house counsel in the preparation of complex cases.

The BHA is the governing body of what many consider to be the best racing in the world. It is responsible for promoting, representing 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.

In contributing to this broad objective, the specific role of the department is to ensure that British Horseracing is seen as a capable and progressive regulator, delivering high levels of integrity whilst at the same time working towards delivering the right conditions to ensure growth of the sport; ensuring the highest standards of regulation, and promoting confidence within the industry. 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.

DIMENSIONS:

Departments - Regulatory

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

PRINCIPAL RESPONSIBILITIES:

- Managing a varied caseload within the team
- Supporting the non-lawyers with any legal matters
- Working collaboratively with investigators and lawyers to progress cases.
- Act as a liaison between the BHA and external third parties (police, local council and stakeholders).
- Case manage and remain a key point of contact for prosecutions brought under the Rules of Racing, Code of Conduct or Safeguarding Regulations
- Drafting and finalising any witness statements, other documentation or correspondence in relation to any Inquiry.

- Provide regulatory advice to employees of the BHA when required.
- Assist the Investigations Team by providing advice on investigations, assessment of evidence gathered and appropriate further investigations if required.
- Prepare the BHA Case and evidential bundle for any matters which are considered to meet the charging standard.
- Presentation of cases to the Disciplinary Panel at Inquiry 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
- Advise on any formal objections by the Authority to the licensing or registration of individuals considered unsuitable to participate in the sport.
- Update and be accountable for regular Progress Reports to the Head of Regulation, Chief Regulatory Officer and the Disciplinary Officer if required.
- Assist with and play an active role in ongoing projects within the organization.
- Any other duties as required by the Head of Regulation.

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

COMPETENCIES

- Fully qualified lawyer holding an appropriate practising certificate
- Previous experience managing a large and complex caseload within a confidential legal environment.
- 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 the 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 with a meticulous approach.
- Able to display a high level of discretion and diplomacy, even under pressure.

PERSONAL QUALITIES

- Professional outlook and approach
- Excellent inter-personal 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 will maintain confidences.
- An ability to initiate and implement change.
- Ability to exercise effective judgment within constrained time-scales 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.

SPECIAL CIRCUMSTANCES

- **Practicing Certificate and Continuing Professional Development Funding**