

## Job Description

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<b>Job title</b>	Lawyer
<b>Reports to</b>	Head of Case Management
<b>Grade</b>	5
<b>Directorate</b>	Legal and Regulatory Affairs
<b>Term</b>	Permanent

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### Job purpose

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To prosecute anti-doping rule violation matters, including acting as an advocate on behalf of UK Anti-Doping before the National Anti-Doping Panel and other tribunals.

To ensure the highest quality legal advice is made available to the organisation in the most efficient way.

### Key result areas

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The effective and timely prosecution of alleged anti-doping rule violations and the provision of non-contentious advice, including:

- Appearing on behalf of UK Anti-Doping as an advocate at anti-doping rule violation hearings
- Advising on investigations into potential anti-doping rule violations
- Interpreting rules and regulations
- Preparing independent review requests
- Conducting case to answer assessments
- Drafting legal correspondence, including Charge Letters
- Liaising with National Governing Bodies (NGBs), International Federations (IFs) and World Anti-Doping Agency (WADA) regarding the bringing of charges for alleged anti-doping rule violations
- Liaising with NGBs in respect of anti-doping rule violation prosecutions conducted by NGBs, including reviewing submissions and evidence and attending NGB hearings as an observer
- Advising on evidence gathering and admissibility
- Reviewing evidence for disclosure purposes
- Drafting and reviewing written submissions and witness statements
- Liaising with outside counsel instructed by UK Anti-Doping

- Providing contractual and other non-contentious legal advice to UK Anti-Doping, both commercial and partnering, including in relation to data protection, freedom of information and GDPR matters
- Liaising with the Operations Directorate, and specifically the Intelligence and Investigations Team, in relation to investigations and relevant activities
- Liaising with, and providing advice to, the Communications team
- Reviewing UK and NGB anti-doping rules to ensure compliance with the World Anti-Doping Code, National Anti-Doping Policy and other standards and procedures
- Assisting with the implementation of the organisation's quality and risk management system within the Case Management Team

### **Key internal and external contacts**

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- UKAD colleagues including the Directors' Team
- UKAD Board
- WADA
- National Anti-Doping Organisations (NADOs)
- National Anti-Doping Panel (NADP)
- Partner Organisations
- Law Enforcement Agencies
- Athletes and Athlete Support Personnel
- Defence representatives
- NGBs
- IFs
- Regulatory Bodies
- External suppliers and consultants

### **Person specification**

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#### **Qualifications/experience/knowledge**

- Barrister or Solicitor with a current practising certificate and substantial experience of appearing as an advocate before a range of tribunals
- Substantial experience of handling litigation matters
- Proven experience of working with anti-doping rules and regulations, or similar professional regulations
- Proven experience of providing legal advice at Board/Senior Management level
- Demonstrable experience of drafting and reviewing commercial contracts
- Demonstrable experience of having complied with the duty of disclosure
- Familiarity with Freedom of Information Act, Data Protection Act and GDPR matters

- Experience of communicating and presenting to a variety of levels of seniority and backgrounds, both internally and externally
- Experience of managing sensitive and confidential information in an appropriate manner
- A passion for and knowledge of sport is desirable

### **Skills**

- Excellent oral, written and presentation skills
- Confident advocacy
- Ability to prioritise own workload and work under a tight schedule with competing deadlines
- Ability to pay close attention to detail
- Ability to build and sustain relationships with a network of key people internally and externally
- Self-aware and excellent interpersonal, influencing, negotiation and communication skills
- Ability to work proactively with external suppliers
- Ability to use Microsoft Office efficiently

### **Additional information**

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Working hours are 36 hours a week although flexibility is required in order to ensure core objectives are achieved. Some out-of-hours work, particularly weekend work, conference calls with international colleagues outside of core work hours, and occasional travel, will be required.

This job specification should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the organisation.