



**Create the greatest decade of extraordinary sporting moments;
reaching, inspiring and uniting the nation.**

Pride & Passion | Commitment to Excellence | Working Together | Openness & Integrity

ROLE TITLE: Junior Lawyer

GRADE: 4

LOCATION: Office Based

REPORTS TO: Senior Lawyer

ROLE SUMMARY

The role requires a self-motivated, talented, passionate, legally qualified individual to boost the work of our Legal & Integrity team of 6 supporting all departments and areas of UK Sport's work towards achieving its strategic goals.

As well as working in the areas of integrity and public affairs, the role has a particular focus leading in the areas of grant awards, contracts and information governance.

The team is tight-knit and we pride ourselves on making it a fantastic place to work, with regular and open communication, and continually looking to make improvements in how we work individually and as a team. Our organisational values are present in everything that we do.

You will be expected to work from one of UK Sport's offices in London, Loughborough or Manchester at least 2 days per week to provide the frontline legal service to the organisation, and to work from the London office at least once per fortnight (perhaps reducing over time).

KEY RESPONSIBILITIES

- Managing the contracting process from the point of procurement selection through to completion: advising internally as required, negotiating amendments with external parties, and ensuring compliance with current processes and procedures, and maintaining and updating database records.
- Advising on all aspects of grant awards made by UK Sport across all departments, from conception through to administration and reporting.
- Managing UK Sport's data protection and information governance processes and the programme for engaging and upskilling other employees; liaising with other teams such as IT; drafting data sharing agreements; managing UK Sport's Freedom of Information and complaints processes (including supervising the FOI inbox).
- Leading the legal advice regarding UK Sport's work in how sports handle issues such as integrity, safeguarding, grievances or selection. This includes being an advocate for cases brought before Independent Panels under the UK Sport Funding Eligibility Policy and managing improvements to UK Sport's work in this area.

- Managing the legal aspect of UK Sport's relationships with DCMS and other Government partners. This includes leading counter-fraud work as the appointed Counter-Fraud Champion.
- Taking the lead on internal projects and team priorities, including initiating, developing and implementing improvements to processes where beneficial for the team or UK Sport.
- Working with and leading the Legal & Integrity Officer in relevant areas of work.

KEY SKILLS, EXPERIENCE & ATTRIBUTES

Essential:

- Lawyer (solicitor or barrister) qualified in England & Wales, Scotland or Northern Ireland with approximately one to four years' post-qualification experience (range indicative only) in many of the areas described above.
- Effective prioritisation and time management skills with the proven ability to take on a varied workload, work autonomously, be proactive and work effectively under pressure.
- Excellent attention to detail, accomplishing tasks by considering all areas involved no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.
- Approachability and trustworthiness for all other internal teams across the organisation including Major Events, Performance, HR and Finance.
- Experience building relationships with and managing external counsel in complex cases.
- Effective team-player.
- Have a growth mindset to be flexible and have the ability/enthusiasm to take on new tasks, learn new areas of law, and developing and using new tools or processes to maximise effectiveness.
- Excellent communication, presentation and inter-personal skills.
- Experience of working with data protection issues, and advising on contracts.
- Excellent communication, presentation and inter-personal skills.

Desirable:

- Experience with other areas of law such as employment, contentious matters.
- Experience of working within an in-house or commercial legal team.
- Sufficient experience to be the Data Protection Officer.
- Interest in legal ops and other innovative ways of working.
- An understanding of the public sector, public law and freedom of information.
- A high degree of acumen in the UK's sporting landscape.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.