



UK Anti-Doping recherche ...



... *an Assistant Counsel*

Salary : £40,000 per annum (circa)

Location : Fleetbank House, 2-6 Salisbury Square, London, EC4Y 8AE

Hours : 36 hours per week, although flexibility is required

Type of contract : 12 months Fixed Term Contract

Closing Date : 6th April 2015

UK Anti-Doping is the national body responsible for protecting sport from the threat of doping in the UK through the implementation and management of the UK's anti-doping policy. Responsible for protecting the rights of athletes to compete in doping-free sport, UK Anti-Doping works with a variety of stakeholders to ensure sports bodies in the UK comply with the World Anti-Doping Code.

JOB PURPOSE

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

To ensure the highest quality legal advice regarding anti-doping rule violation matters is made available to the organisation in the most efficient way.

JOB FACTS AND FIGURES

Responsible for working within a defined budget authorised by the Director of Legal

Operational decision-making responsibility on allocated projects



KEY RESULT AREAS

To assist the Solicitor in effective and timely prosecution of anti-doping rule violation matters, including assistance with:

Preparation of independent review requests

Case to answer assessment

Preparation and dispatch of Notices of Charge

Liaison with National Governing Bodies for Sport (“NGBs”) regarding the bringing of Charges

Preparation of witness evidence

Preparation of non-witness evidence

Preparation of written submissions

Presentation at anti-doping rule violation hearings

Managing the conduct of outside counsel instructed by UK Anti-Doping in relation to anti-doping rule violation matters

Managing the interaction between UK Anti-Doping and NGBs in respect of anti-doping rule violation matters conducted by NGBs, including reviewing submissions and evidence and attending hearings as a UK Anti-Doping observer

KEY INTERNAL AND EXTERNAL CONTACTS

UKAD colleagues

UKAD Board

World Anti-Doping Agency (WADA)

NADOs

Partner Organisations

Law Enforcement Agencies

Athletes and Athlete Support Personnel

National Governing Bodies

Regulatory Bodies

External suppliers and consultants



PERSON SPECIFICATION

QUALIFICATIONS, EXPERIENCE AND SKILLS

Solicitor or barrister (with current practising certificate) with a demonstrable post-qualification experience/or equivalent foreign qualified lawyer

Proven experience of providing legal advice to colleagues

Substantial experience of handling litigation matters

Proven experience of working with anti-doping rules and regulations

Demonstrable experience of advocacy before administrative tribunals and/or lower courts

Familiarity with Freedom of Information Act and Data Protection Act matters

Excellent writing skills

Good communication skills and experience of presenting to a variety of levels of seniority and backgrounds both internally and externally to UK Anti Doping

Experience of managing sensitive and confidential information in an appropriate manner

Excellent organisation skills with the ability to work to multiple deadlines within a time pressured environment, producing high quality results

Competent user of the Microsoft Office suite

Interest in sport and knowledge of how it functions in the UK

For further details about the job click [here](#).

HOW TO APPLY

Please send your CV and a covering letter outlining how you meet the person specification to recruitment@ukad.org.uk and cc info@lawinsport.com by the closing date. Applicants are also required to complete and return UK Anti-Doping's [click here](#).

Closing date: 06/04/2015