

Job Description

Job title	Paralegal
Reports to	Head of Case Management
Grade	3
Directorate	Legal and Regulatory Affairs
Term	Permanent

Job purpose

To assist in the prosecution of anti-doping rule violation matters.

To provide general legal and administrative support.

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

Key result areas

To assist in the effective and timely prosecution of alleged anti-doping rule violations and to support the provision of quality of legal advice, including:

- Reviewing, summarising legal documents and case law
- Drafting, reviewing and serving a variety of legal documents, including Notices of Charge and witness evidence
- Conducting legal research
- Interpreting rules and regulations
- Maintaining accurate records
- Checking legal forms for accuracy
- Preparing and sending correspondence
- Liaising with National Governing Bodies (NGBs) regarding the bringing of charges for alleged anti-doping rule violations
- Liaising with the Operations Directorate and specifically the Intelligence Team in relation to investigations and relevant activities
- Administrative assistance with investigations into potential anti-doping rule violations
- Administrative assistance with preparation of independent review requests
- Administrative assistance with case to answer assessments

- Administrative assistance with requests for information made under the Freedom of Information Act and Data Protection Act
- General legal administration

Key internal and external contacts

- UKAD colleagues
- World Anti-Doping Agency (WADA)
- NADOs
- National Anti-Doping Panel (NADP)
- Partner Organisations
- Law Enforcement Agencies
- Athletes and Athlete Support Personnel
- National Governing Bodies
- Regulatory Bodies
- External suppliers and consultants

Person specification

Qualifications/experience/knowledge

- Educated to degree level preferably with additional legal qualification such as LPC, BPTC
- Demonstrable experience in-house and/or within private practice of handling or assisting in relation to:
 - Litigation
 - Working with anti-doping rules and regulations (preferable)
 - Preparing for hearings
 - Drafting and reviewing commercial contracts
- Experience of communicating and presenting to a variety of levels of seniority and backgrounds
- Experience of managing sensitive and confidential information in an appropriate manner
- Experience of analysing legal documents for accuracy
- In depth knowledge of legal terminology and principles

Skills

- Ability to build and sustain relationships with a network of key people internally and externally
- Excellent writing and presentation skills
- Excellent attention to detail
- Excellent organisational skills

- Self-aware and excellent interpersonal, influencing, negotiation and communication skills
- Ability to work proactively with external suppliers
- Ability to prioritise own workload and work under a tight schedule with competing deadlines
- Ability to use Microsoft Office proficiently

Additional information

Working hours are 36 hours a week although flexibility is required in order to ensure core objectives are achieved. Due to the nature of the role there is the requirement to attend work related events and meetings outside of standard working hours and occasional travel will be required.

This job specification is not to 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.