



## Job Description

<b>JOB TITLE:</b>	Legal Counsel
<b>REPORTING TO:</b>	Ben Rutherford, Senior Director, Legal
<b>TERM:</b>	Fixed Term Contract – 6 Months (Maternity Cover)
<b>LOCATION:</b>	Based in Roehampton, South West London, UK

### ITIA Overview

In 2008, the Tennis Integrity Unit (TIU) was formed by agreement between the four governing bodies of tennis: the ATP Tour; the Grand Slam Board; the WTA; and the International Tennis Federation (ITF). On 1 January 2021 the International Tennis Integrity Agency (ITIA) was formed, subsuming the former TIU. The ITIA became the legally independent integrity organisation for all professional tennis, responsible for administering the Tennis Anti-Corruption Program (TACP). On 1 January 2022, the ITIA will also assume responsibility for the Tennis Anti-Doping Programme (TADP).

The ITIA is managed by the CEO, Jonny Gray, who reports to the Supervisory Board.

### Purpose of the Role

The ITIA is seeking a fixed-term maternity cover for the Legal Counsel role in its Legal Department, reporting to the Senior Director, Legal. The principal purpose of the Legal Counsel role is to work with the Senior Director, Legal (and external counsel) on cases before Hearing Officers and CAS panels as well as managing other case processes on behalf of the ITIA. It is hoped that this role will become a permanent position, adding another lawyer to the ITIA Legal Department, subject to performance and budget approval in 2022.

### Responsibilities:

- Managing prosecutions in consultation with the Senior Director, Legal, including instructing external counsel and expert witnesses as required and liaising with defence counsel and Hearing Officers.
- Drafting correspondence to Hearing Officers and the Court of Arbitration for Sport (CAS) and providing support on cases before both judicial bodies.
- Providing strategic advice on cases and investigations to the Legal and Investigations Senior Directors and other ITIA colleagues as required.
- Issuing notices and handling some breach cases.
- Drafting pleadings and statements.
- Working with the Case Manager to ensure case files are prepared for hearings.
- Preparing papers for the Supervisory Board and Rules Committee as required.
- Participating in periodic reviews and re-drafting of sections of the TACP/TADP as required.
- Advising on data protection matters.
- Assisting with the integration of the TADP into the ITIA ready for January 2022..

- Supporting other ITIA departments on initiatives in areas such as education and prevention as required.

**You will:**

- Be a solicitor or barrister (or attorney) qualified/admitted to practise in a UK, US or Common Law jurisdiction (or a non-Common Law EU jurisdiction if you can demonstrate familiarity/experience in the adversarial system/Court of Arbitration for Sport).
- Have at least 3-4 years' experience in criminal, disciplinary or regulatory matters, preferably with an international element.
- Be experienced at drafting legal documents in English (additional languages would be advantageous).
- Be adept at managing a busy caseload, drafting pleadings and statements and working with external counsel and expert witnesses where necessary.
- Be a technically-strong lawyer, highly-organised and have excellent attention to detail.
- Be practical, a clear communicator and a team player.
- Be comfortable under pressure.
- Be able to demonstrate your experience of performing similar tasks to those set out in the role responsibilities summary above, whether you come from within or outside of the sports sector.

**Desirable (but not essential):**

- Familiarity with the Macolin Convention, the World Anti-Doping Code and the GDPR, particularly in the context of investigations and disciplinary hearings.
- A track record working in sports anti-corruption and/or anti-doping cases.
- Fluency in additional languages other than English.
- An interest in and understanding of tennis and its structures/levels.

**Benefits:**

- An exciting working environment in a dynamic, international sports body.
- Competitive salary.
- Lunch (in the office).
- 25 days holiday per annum (pro rata over the six month contract) plus UK bank holidays.
- Comprehensive Private Medical Insurance.
- Contributory Pension Scheme (employer contribution currently 8%).

Closing Date: 25<sup>th</sup> July 2021    Email: [careers@itia.tennis](mailto:careers@itia.tennis)

**Candidates must confirm that they have the right to work in the UK.**

This job specification should in no way be deemed a complete and definitive description of the job requirements. Responsibilities may be expanded or reduced at any time as deemed appropriate by management.