



Job Description

Post Title

Legal Counsel

Department/Location

Central Services, The John Smith's Stadium

Reports to

Chief Executive Officer

Purpose of the Role:

Reporting to the Chief Executive Officer and with regular day-to-day contact with members of the Board, the post holder will have day-to-day responsibility for a broad range of legal affairs and will provide key legal and regulatory support to staff and managers in different areas of the business. The post holder will be at the forefront of ensuring that the Club receives timely, effective, and best-practice legal advice.

Functional Links

Internal: Chief Executive Officer
Senior Management Team
Board of Directors
Human Resources Manager
All staff and managers throughout the Club and Huddersfield Town Foundation

External: Including but not limited to:
Players and their Agents
The Employment Tribunals
ACAS
Football Association
Other Football Authorities including the EFL and Premier League

Key Performance Indicators

The post holder will contribute to and measured in relation to:

- Outstanding management of a broad range of legal matters including corporate, commercial, sporting, property, and employment;
- Providing timely and relevant advice on any matters that could potentially lead to employment and/or other claims;
- Contribution to managing costs of legal services and the organisation's decision-making.



Role Specific Responsibilities

The key responsibilities of the position of the Legal Counsel will include:

- Working on all legal matters involving the Club, including in corporate, contentious, non-contentious, commercial, sporting, property, regulatory and employment matters;
- Advising the Club on football regulatory and legal issues, including as it relates to rules, regulations and the preparation of football-specific contracts;
- Providing direct legal support, advice and guidance to the Club's commercial functions, including as it relates to the sale of commercial sponsorship properties and the preparation of sponsorship, partnership and other commercial agreements;
- Working closely with the Club Secretary, providing support on legal and compliance matters relating to the rules and regulations of the Premier League, Football League, FA, FIFA and UEFA (as applicable);
- Providing legal support to various business functions, including the creation and maintenance of Club terms and conditions and legal policies;
- Educating staff and managers as applicable on any legal matters or processes to ensure risk management approaches are embedded in all activities;
- Working closely with other companies within the wider corporate group (including the Huddersfield Town Foundation) to provide legal advice and support as required; and,
- Instructing and managing external legal support (where appropriate) and ensuring that any external legal services are managed effectively and efficiently.

The post holder will be required to undertake any other duties as required by the Chief Executive Officer and/or any other Senior Manager/Director.

The post holder may also be required to work flexibly and outside of normal business hours on occasion, which could include evening and weekend work from time to time, in accordance with the organisation's needs and including the summer and January transfer windows.

Behaviour/Conduct

The post holder will be required to:

- Be proactive with workload and interventions;
- Seek to continually develop their skills and knowledge;
- Adopt an organised and structured approach to fulfilling the duties and responsibilities of the role;
- Communicate appropriately at all levels;

- Be flexible in hours of work;
- Be trustworthy and adhere to the Club's Code of Conduct and Ethics;
- Adhere to protocol and respect confidentiality in all matters, also protecting any data relating to the area of work in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018;
- Consistently demonstrate high standards of behaviour and appearance and encourage the same from others.
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people; and,
- Be always respectful of others and to behave in a non-discriminatory manner, taking account of all protected characteristics as specified in the Equality Act 2010.

Additional Information

Safeguarding:

Huddersfield Town Association Football Club (HTAFC) Ltd. and The Huddersfield Town Foundation Ltd. are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The post holder will be required to undergo Safeguarding Training, to be agreed with the Head of Safeguarding.

Equality, Diversity and Inclusion

HTAFC and The Huddersfield Town Foundation are diverse environments in which all characteristics under the Equality Act 2010 are respected; we want everyone to feel valued and included within the Club and to be able to achieve their full potential. HTAFC and The Huddersfield Town Foundation have a zero-tolerance approach to any form of discrimination and commits themselves to the redress of any inequalities by taking positive action where appropriate.

Accepted by:

Name (Printed)

Name (Signed)

Date

This Job Description was prepared in June 2021.

The proposed review of this Job Description is July 2022.

Person Specification

Post Title
Legal Counsel

Area of Expertise	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Proven experience of working in a fast-paced legal and/or business environment. • Experience of working on a diverse range of legal issues and with different clients (whether internal or external). • Experience in the preparation of complex, high-value commercial agreements, as well as the creation of standard documents for use in multiple scenarios. 	<ul style="list-style-type: none"> • Previous experience within the sports sector.
Qualifications	<ul style="list-style-type: none"> • A degree or equivalent in law or other relevant discipline. • Legal Practice accreditation. 	
Specific Skills and Knowledge	<ul style="list-style-type: none"> • Excellent knowledge of black letter law, particularly relating to commercial matters. • Strong communication skills, and the ability to deliver information vertically and laterally. • Able to build and maintain relationships with all stakeholders/clients, both internally and externally. • Strong IT skills including familiarity with Microsoft Office applications. • Able to work autonomously and as part of a team environment. • Aligned with the Club and its values. 	

Area of Expertise	Essential	Desirable
Specific Skills and Knowledge (continued)	<ul style="list-style-type: none"> • Self-motivated and people-centric. • Organised with excellent attention to detail. • Able to isolate problems and find solutions. 	
Additional Requirements	<ul style="list-style-type: none"> • Flexible approach to work and working hours, to meet the demands of the role. • Suitable to work in an environment in which there will be contact with children and young/vulnerable adults. • Committed to equality and diversity initiatives, and inclusive practice. 	<ul style="list-style-type: none"> • Lives within a reasonable distance to travel to work.