

1. GENERAL

- 1.1 Job Title General Secretary
- 1.1.1 Other Executive Positions Held Group Company Secretary
Senior Counsel to the MSC Tribunals
- 1.2 Job Grade F
- 1.3 Department General Secretary
- 1.4 Location Motorsport UK House
- 1.5 Hours of Work 09.00 - 17.30 Monday to Friday

2. POSITION IN ORGANISATION**2.1 Immediate Superior responsible to**

Job Title Non-Executive Chairman

2.2 Immediate Superior

Job Title Chief Executive

2.3 Immediate Subordinates

Job Title(s) Legal Secretary

2.4 Number of people for whom job holder is responsible 1**DESCRIPTION OF JOB (main tasks)**

To undertake the role of general counsel and company secretary for Motorsport UK. To provide high quality, accurate and commercially focussed legal advice to the Chief Executive and a range of other internal stakeholders. To manage legal risk within the risk appetite set by the Board. To provide impartial advice to the Board, to arrange and manage Board meetings, and to ensure compliance with Companies Act and other legislation.

3. DESCRIPTION OF JOB CONTENT**3.1 What is done (main & ancillary activities)****Commercial**

Providing comprehensive legal advice to cover drafting, checking and managing a wide range of commercial contracts: promoter and sponsorship agreements, championship contracts, supplier agreements, software licences, insurance contracts, affinity agreements, general data protection advice, and intellectual property advice. Providing legal solutions to manage overall exposure to risk.

Judicial

Acting as Motorsport UK Disciplinary Officer working with sporting executives to investigate and take disciplinary action in the Motorsport UK National Court. Representing Motorsport UK in sporting appeals and investigations, including occasionally to the FIA (world governing body). Instructing external advocates when necessary. Working with the independent

Administrator to the National Court to manage caseload of the National Court to ensure timely disposal of matters.

Regulation

Maintaining legal oversight of the General Regulations for motor sport in the UK. Reviewing and commenting on regulatory output from Motor Sports Council Committees. Providing input and drafting assistance to the various committee secretariats. Advising Motorsport UK at Motorsport Council meetings, and prior to final ratification by the Board. Monitoring changes to the International Sporting Code of the FIA.

Company Secretary

Responsibility for Motorsport UK compliance with company's legislation. Arranging and managing board meetings, providing timely circulation of minutes. Providing independent advice collectively to the Board, the Chairman and Non-Executive Directors. Ensuring corporate governance best practices are followed, including adherence to the UK Code for Sports Governance.

Other areas

Advising Motorsport UK anti-doping and safeguarding compliance officers. Attending motorsport events in the UK. Review of Borders Agency guidelines for governing body endorsement criteria. Training for volunteer officials.

4. How is it done (use of equipment, office facilities and help of others in organisation)

- Use available reference works – Motorsport UK Year Book and publications, FIA Year Book and Bulletins.
- Use knowledge of others in the Company, motorsport specialist committees and motor sport expert panels both home and overseas.
- Use own personal/interpersonal skills and experience to solve problems relating to the job and the organisation.
- Use available in house technology.

4.1 Why is the job done (meets set Company/Department goals and objectives)

- To provide a sound and consistent legal administrative infrastructure to enable the Group carry out its obligations and duties in accordance with its domestic rules and regulations and those required of statute

4.2 What performance is required as normal (key results/personal objectives)

- Ensure that at all times the assets of the Company, in terms of people, property and processes, are protected and kept safe and that the Company's affairs are always conducted ethically and in compliance with statutory duties & obligations and in accordance with Company policy, procedures and regulations and in conformity with best current business and judicial practice.
- Ensure that the Chief Executive is made aware of essential information and is kept advised of progress on important issues.
- Strive at all times to develop and maintain a professional and service-oriented relationship with Motorsport UK Board and Council members, colleagues, other departments and with external contacts.

- At all times ensure that all requests for information, are responded to promptly (without delay) and that all output is well-presented and executed accurately within set or agreed time scales. Correspondence is acknowledged within two working days, 50% answered within two days, and the balance within five working days. Telephone and other verbal queries are to be actioned promptly, efficiently and courteously.
- At all times ensure that all documents and records produced in relation to output are accurate and kept up to date.
- Endeavour at all times to meet the financial and performance goals and objectives of the Company (as set year to year).
- Ensure at all times that agendas together with supporting documentation is issued at least 10 working days before meetings and that accurate and well presented minutes are issued within 5 working days after the meeting.

4.3 Special features of the job (things which will have particular influence upon the person specified if not covered above)

- Fully qualified solicitor or barrister with substantial corporate experience and a track record of advising senior internal stakeholders and directors
- Full understanding of civil claims procedures and investigatory and disciplinary procedures and best practices
- Specialist legal practice areas: contracts, sports law and governance, sponsorship, data protection, intellectual property
- Ability to instruct and manage external lawyers
- Excellent drafting, communications and advocacy skills
- Ability to work under pressure