

ITF JOB DESCRIPTION

JOB TITLE:	Senior Counsel, Governance & Regulatory
DEPARTMENT:	Legal Services, Integrity & Legal
REPORTING TO:	Executive Director, Legal Services
LOCATION:	Roehampton, London SW15 (occasional international travel may be required)
WORKING HOURS:	17.5 hours per week between normal office hours of 09.00 and 17.00 Monday to Friday (with core hours of 10.00-16.00), ideally spread over 4 days per week.

We are currently working to a hybrid model requiring a mandatory minimum of 3 days working in our office currently based in Roehampton, London and as part of this, Monday and Tuesdays are 'anchor days' where all staff are obliged to work from the office.

International Tennis Federation (ITF) is the world governing body of tennis. Founded in 1913, its purpose is to ensure the long-term growth and sustainability of the sport, delivering tennis for future generations in association with its 213 member nations. The ITF oversees the rules and regulations that govern international and national competition.

The ITF is responsible for the worldwide development of tennis through its highly regarded Development Programme, its Science and Technical department which monitors equipment and technology, and its Officiating department which oversees the education and advancement of officials. The ITF is the owner and co-owner of the two largest annual international team competitions in tennis, the Davis Cup and Billie Jean King Cup (BJKC) by Gainbridge and manages the Olympic and Paralympic Tennis Events on behalf of the IOC and IPC. The ITF organises over 1,500 weeks of men's, women's and junior tournaments on the ITF World Tennis Tour, ITF Beach Tennis Tour, UNIQLO Wheelchair Tennis Tour and the ITF Masters Circuit. The ITF upholds the highest standards of integrity and is a partner in the International Tennis Integrity Agency.

Overview of Department:

The Legal Department was established in 2017 and now has six lawyers that advise the ITF on a range of legal issues including dispute resolution, sporting regulation and disciplinary matters (including safeguarding), corporate governance and ethics, licensing of commercial rights, data protection and other general legal matters.

The primary objectives of the department are to deliver a world-class regulatory programme across the ITF's range of events, to advise on commercial matters, and to support the commitment to uphold the highest standards of integrity within the ITF's governance. The department endeavours to provide pragmatic and commercial advice, as well as educate colleagues and improve working practices more generally. The team works closely to apply the right mix of expertise to each issue, as well as ensure back-up cover. External counsel is used where appropriate.

The Role:

The Senior Counsel, Governance & Regulatory provides in-house legal support to the ITF, primarily in relation to corporate governance and compliance, data protection, sports regulation and disciplinary issues, dispute resolution and some commercial matters. This role involves working on disciplinary, regulatory and other contentious matters under the applicable ITF competition regulations. This role reports to the Executive Director, Legal Services, and oversees the

Governance & Regulatory Counsel. The responsibilities of the role are split across two members of the team, each working hours equivalent to 50% of a full-time employee.

Responsibilities:

- Provide and implement legal advice and support to the ITF in relation to:
 - Governance & Compliance:
 - Manage and advise on governance matters, including on the ITF Constitution; draft papers for, and present to, the Constitutional Committee;
 - Advise the ITF group companies (ITF Limited, ITF Licensing (UK) Ltd and Billie Jean King Cup Ltd) on corporate governance and compliance matters, including in relation to modern slavery, anti-bribery and anti-fraud;
 - Manage and advise on National Association and Regional Association governance matters, including the roll-out and implementation of new governance requirements introduced under the ITF Constitution.
 - Data protection:
 - Advise on data protection compliance in liaison with the DPO and Data Protection Steering Group, including on digital transformation projects and use of player data;
 - Advise on data protection policies, privacy notices, data sharing agreements, and data privacy impact assessments;
 - Manage Data Subject Access Requests and provide other data protection support as required.
 - Disciplinary and safeguarding:
 - Manage and oversee cases including providing advice on investigations relating to Code of Conduct breaches, preparing charges, evidence and submissions.
 - Rules and Regulations:
 - Advise on the interpretation and application of all ITF regulations and procedural rules, including in relation to LA 2028 Olympics and Paralympics;
 - Advise on and draft amendments to the suite of ITF Regulations, Rules and procedures.
 - Dispute resolution:
 - Manage and advise on dispute resolution, including disputes under CAS jurisdiction;
 - Manage and oversee cases before the Independent Tribunal, including on challenges to eligibility and classification decisions under the ITF Rules and Regulations.
 - Commercial:
 - Provide guidance and input to the Commercial Counsel, where contractual matters intersect with governance, regulatory and data protection matters, including on World Tennis Number and similar digital/data-related projects; and
 - Other areas of law as necessary from time to time.
- Act as a Member of the Internal Adjudication Panel, which hears on-site offence appeals and national eligibility applications.
- Together with the Director, have responsibility for setting and managing departmental budget and providing management support.
- Liaise with external legal advisers.

People Management

- Manage members of the legal and associated teams to ensure team members are engaged and to ensure open and honest communication.
- Monitor performance, coach, mentor and identify training needs in respect of junior team members.
- Be an inspiring leader.

As the needs of the business can evolve rapidly this role may change accordingly, therefore this document should be viewed as guidelines which are subject to change.

You will have...

Essential

- ✓ Legal practitioner qualification with >5 years PQE (or equivalent overseas qualification experience).
- ✓ Demonstrable and relevant post-qualification experience particularly in data protection, corporate governance & compliance, and sports regulatory law.
- ✓ Demonstrable experience pertaining to the main functions of the role.
- ✓ First rate technical legal skills, especially in drafting and interpretation of regulations and other documents and in litigation/case presentation.
- ✓ Ability to work autonomously and organisation skills to enable effective management of a significant workload.
- ✓ Excellent interpersonal, communication and presentation skills, with stakeholder and relationship management experience.
- ✓ Ability to apply expertise to both legal and non-legal challenges.
- ✓ Ability to contribute to the strategic and operational aspects of the ITF's activities.
- ✓ Ability to provide practical, pragmatic advice in an accessible way and with commercial acumen for non-legal colleagues.
- ✓ The ability to use own initiative and be a team player.

Desirable

- ✓ Experience of working for or advising international sports federations, national governing bodies or other similar organizations.
- ✓ An interest in, or knowledge of, tennis and/or sport generally.
- ✓ A foreign language, ideally Spanish or French, in addition to English (fluent written and spoken).

What we offer....

- Competitive salary plus discretionary bonus scheme (subject to conditions).
- 25 days holiday per annum plus bank holidays (pro rata at 50% FTE).
- Private Healthcare
- Group personal pension scheme / Life assurance and Wellbeing allowance (subject to conditions)
- Ride2Work Scheme
- Free lunch when working in the office (up to £9 per day).
- Complimentary healthy snacks and fresh fruit when working in the office.
- Car/bicycle parking on site.

Application Process:

Send your cover letter and CV to thomas.courtney@itftennis.com with 'Senior Counsel' in the subject field of the email, clearly indicating in your cover letter whether you require sponsorship or a work permit to work in the UK either now or in the future.

Closing date for applications, 16:00, Monday 17th November.

The ITF processes your applicant data in accordance with our Privacy Notice – Recruitment, which can be found on [our website](#).

The successful candidate may be subject to an enhanced DBS check.

Equality, diversity & inclusion (EDI) is a fundamental priority for the ITF. Our philosophy focusses on embedding inclusive behaviours and processes across every element of our business practice.