



## JOB DESCRIPTION

<b>Job Title:</b>	Senior Legal Advisor (maternity cover)
<b>Hours of Work:</b>	35 hours per week
<b>Grade</b>	4
<b>Department:</b>	Legal
<b>Location:</b>	Royal Liver Building / Working from Home
<b>Responsible to:</b>	Head of Legal
<b>DBS Required:</b>	No

### Role Summary

To work alongside the Head of Legal to provide a high quality legal service across all areas of the 'Everton Family'. To proactively work with and manage relationships with key Club stakeholders, including Board and Everton Leadership Team members, with a focus upon providing high quality legal advice. This role will also play a key part in the development and implementation of the legal team's strategy.

### Key Responsibilities

#### 1. General Responsibilities

- Working closely with the Club's Commercial Team, drafting and assisting with the negotiation of a variety of commercial contracts including sponsorship agreements, advertising and other commercial sales contracts.
- Ensuring that the Club's decision making is lawful, efficient and transparent.
- Establishing good working relationships with key stakeholders across the Club, including Board and Everton Leadership Team members, and with external partners and agencies, to promote effective joined up working.
- Participating in Club projects as required.
- Ensuring that the Club continues to be compliant with relevant legislation and advising in relation to risk, regulatory and governance matters, data protection, and other associated legal areas which may apply from time to time including advice in relation to the legal implications of the COVID-19 pandemic.
- Dealing with a range of supply and service agreements and procurement matters.
- Drafting agreements in relation to the Club's media and entertainment work including broadcast



and distribution agreements outside the main league base contracts, dealing with content across a range of platforms, rights deals and publishing deals.

- Advising on relevant competition rules.
- Working with football staff advising on regulatory matters, contractual issues and helping to draft transfer, loan and player agreements.
- Working with the Marketing team to ensure that all uses of player and other third party IP is properly managed and utilised and advising in relation to the Club's marketing and advertising activities.
- Working closely with all areas of the 'Everton Family' including, Everton Football Club, Everton Women, Everton in the Community, Everton Lotteries and Everton Free School reviewing current practices and implementing best practice across all areas.

## **2. Contracts**

- Developing, implementing and supporting internal policy and processes for contract management at the Club.
- Reviewing, developing and updating standard contract templates for each part of the 'Everton Family'.
- Reviewing current contracts and identifying areas for improvement, identifying key risks and liaising with stakeholders to ensure all contracts are effective and meet our legal responsibilities.
- Ensuring early involvement in all contract developments and working with relevant personnel to ensure that excellent working relationships enable this.
- Working in partnership with departments and key personnel during the negotiation stages of any contract, reviewing and advising on contracts and terms as appropriate.
- Final sign off and check of any contract before execution.
- Summarising contracts for the Everton Leadership Team to ensure full understanding.
- Actively enforcing and exploiting the Club's contractual rights as required.

## **3 Legal Advice**

- Providing authoritative legal advice on a range of issues.
- Supporting in the development, application and review of Club regulations, policies and procedures which involve legal considerations.
- Drafting, updating and reviewing contracts and other legal documentation (including legal policies, standard terms, agreements and templates) and developing standard form legal documentation wherever possible.
- Ensuring that changes in the law and regulations that affect the Club are identified and advising on the appropriate action.
- Advising on complex, high profile and sensitive matters to ensure that the Club's interests are protected.

## **4 Other Responsibilities**

- Taking responsibility for personal performance and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.



- Encouraging and promoting the values of Everton Football Club and complying with the required standards of conduct so as to promote the Club within the community by acting with integrity and honesty.
- Promoting, adhering to and implementing the Club's Equality and Diversity Policy and working consistently to embed equality and diversity within the Club.
- Ensuring that all work is completed on a priority basis and that work meets a high degree of professionalism, quality and skill.
- Attending staff meetings as required.
- Attending training courses, external seminars and meetings as appropriate/required.
- Being aware of current trends and best practice in your field of specialism.
- Continually looking for ways to develop and improve the service provision of the department.





## PERSON SPECIFICATION

### Skills & Abilities

Essential	Desirable
<ul style="list-style-type: none"> <li>▪ Good IT and Microsoft skills including Excel and PowerPoint</li> <li>▪ Very high standard of written English as well as professional communication skills over the telephone and face-to-face</li> <li>▪ Ability to work and make decisions both independently and collaboratively, having first evaluated all options, and ability to support decisions with factual information</li> <li>▪ Ability to remain calm under pressure</li> <li>▪ Ability to analyse data and information</li> <li>▪ Strong project management skills</li> <li>▪ Ability to work flexibly and under own initiative to achieve objectives and also as a member of a team</li> <li>▪ Accuracy and attention to detail</li> <li>▪ Ability to adapt quickly, be flexible in the face of change and solution orientated</li> <li>▪ Ability to maintain absolute confidentiality</li> <li>▪ Excellent organisation skills, with the ability to manage multiple concurrent tasks and activities and prioritise workload accordingly</li> </ul>	<ul style="list-style-type: none"> <li>▪ Advanced IT and Microsoft skills including Excel and PowerPoint</li> </ul>

### Knowledge & Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>▪ 4 – 6 years PQE, preferably in commercial law.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sports industry experience</li> </ul>

### Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> <li>▪ A confidential and discreet approach.</li> <li>▪ Personal integrity and commitment to providing</li> </ul>	



<p>sound advice to the Club.</p> <ul style="list-style-type: none"> <li>▪ A personal commitment to continuous development both of the department, the service provision and your own personal development.</li> <li>▪ A team player.</li> <li>▪ Responds positively to change.</li> <li>▪ A commitment to providing outstanding service.</li> <li>▪ Evidence of ongoing professional development.</li> <li>▪ Outstanding interpersonal skills.</li> <li>▪ Ability to manage a varied and demanding workload.</li> <li>▪ Willingness to be flexible around working hours as and when needed.</li> </ul>	
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Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> <li>▪ Legally qualified</li> <li>▪ 4 – 6 years PQE</li> <li>▪ At least a 2:1 degree or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>▪ Trained at City or leading national firm.</li> </ul>





## GENERAL RESPONSIBILITIES

### General Responsibilities

#### **Employee Relations**

To make suggestions to improve the working situation and contribute to positive employee relations within your area of work and Everton Football Club as a whole.

#### **Health & Safety**

To take reasonable care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work.

To comply with all aspects of the Everton Football Club Health and Safety Policy and Arrangements, to enable the Club to perform its civil and statutory obligations in relation to Health & Safety.

#### **Customer Service**

To identify and meet the needs of colleagues and customers, focusing on initiating and welcoming contact and communication whilst striving to deliver first class customer service.

To recognise potential complaint situations and take effective steps to avoid and/or resolve these situations.

#### **Self Development**

To take responsibility for your own development and to help realise your own potential by undertaking any necessary internal or external training sessions in accordance with the Club's Performance and Development Review Policy.

#### **Team Work**

To ensure effective communication within your work team and across the Club whilst actively offering support and guidance as necessary.

#### **Equal Opportunities and Harassment**

To cooperate with measures introduced to ensure there is equality of opportunity in employment. To ensure understanding, awareness and compliance with the Club's Equal Opportunities Policies.

To ensure that the working environment is free of sexual and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour which is personally offensive.

**This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.**

**All employees may be required to undertake any other duties as may be reasonably requested.**

