

LEAD COUNSEL – SPORTS LAW AND GOVERNANCE

Reports to	Director of Legal and Business Affairs
Direct Reports	None
Indirect Reports	None

Key Internal Relationships	Key External Relationships
Director of Legal and Business Affairs Council, Executive Board, IAAF Leadership Team IAAF Officials IAAF Staff	Area Associations Member Federations Local Organising Committees Main IAAF suppliers IAAF outside counsels

ABOUT IAAF

The International Association of Athletics Federations (IAAF), is the international governing body for the sport of athletics.

It includes 6 continental federations and 214 national federations. The IAAF organizes many major athletics competitions worldwide, including World Athletics Series (WAS) and One Day Meetings, Diamond league and IAAF road race label events. Athletics is the no. 1 sport in the Olympic Games and its vision is to be a top 4 global sport by 2020. Its mission is to lead, govern and develop the sport of Athletics in all its forms worldwide uniting the Athletics family in a spirit of Excellence, Integrity and Solidarity.

It is based in Monaco, has a staff of 75 persons, from 18 different nationalities. Lord Sebastian Coe was elected as the new IAAF President 2015, and has since instigated a period of organisational transformation and modernisation. Needless to say that this is an exciting and stimulating time to join IAAF!

OVERVIEW

The Lead counsel in sport law and governance provides advice on constitutional and regulatory matters and implements any required action for sport governance. She/he also advises the various IAAF departments in drafting tenders, in using standard contracts, in contract management, compliance, risk management proceedings and more generally assists on all corporate and commercial issues.

Reporting directly to the Director of Legal and Business Affairs, she/he is also responsible for the delivery of legal services to the organisation in relation to Regulatory matters and compliance with IAAF Rules and Regulations, data protection, litigation and pre-litigation management and business law.

WHAT YOU WILL BE DOING

Governance, Risks and compliance:

- Advice on constitutional, regulatory matters, statutory amendments
- Updating and upgrading internal policies and training personnel
- Follow up of governance in the sport at international level and internal recommendation

Procurement procedures and tenders:

- Advice and drafting of different tender documents and standard contracts
 - Training of personnel on the various applicable rules and on the use of the various templates
 - Contract management and operational advice
- Data protection and databases management
- Project management and implementation of the European General Data Protection Regulation (GDPR)
 - Database management and compliance monitoring
- Pre-litigation and litigation management
- Management of outside counsels, settlement agreement drafting and negotiation, follow-up of court proceedings
- Contract drafting and negotiation
- Drafting and negotiation of simple and complex agreements in English, in collaboration with the Department concerned and depending on the activity need. Ex.: Licence contract, sponsorship, TV broadcasting, music right clearance, purchases, general terms, loans, promotions, etc.
 - Drafting of standard contracts in English.
- Advising, supporting, research
- Advise Departments on contract interpretation
 - Propose pragmatic solutions
 - Media monitoring on business and/or legal developments related to IAAF activity
 - Provide support to the Director on the Department activities
 - Collaboration with the other legal team members regarding their respective activities, including drafting contracts, consulting, etc.

HOW WE DO THINGS

We expect excellence and impeccable integrity from every member of our staff as well as the extended Athletics family. From you, we also expect:

- That you lead through example, inspiring high level of engagement and commitment in compliance with the IAAF Rules and Regulations
- That you be a team player
- That you be an IAAF ambassador, conveying our culture and values internally and externally
- Commitment and loyalty, being prepared to work the necessary hours, including sometimes weekends as well as traveling extensively

WHAT YOU NEED TO HAVE

- Legal qualification, with at least 8 years post-qualification experience in sport law and governance.
- Working knowledge of sport sector, gained in an international environment preferably in a sport governing body (national or international federation)
- Ability to manage procurement procedures of high financial value at international level, taking into account all related risks and proactively monitoring contracts on a day to day basis
- Knowledge of European regulation on data protection
- Ability to adjust and adapt methodologies in order to ensure maximum impact within a sport governing body
- Ability to work efficiently with all levels within IAAF

- Ability to serve as a credible and effective representative of the IAAF's interests in dealing with its members as well as with external parties such as the main suppliers and organisation committees
- Fluent English (spoken and written), basic knowledge of French (spoken and written) preferred, other languages a strong asset.

To apply, please send your CV and short covering letter in English to emploi@iaaf.org before 23rd January 2018 COB.