



# job description

JOB TITLE:  
Head of Legal and Special Projects

JOB PURPOSE:  
To support the operations of the SFA (including departments, member clubs, standing committees, etc.) and its subsidiary and associated companies ("SFA") in relation to all legal matters, ensuring consistent and relevant legal advice is provided and, where possible, implemented across all areas of the business

Responsible to:  
Chief Executive

- MAIN DUTIES AND RESPONSIBILITIES:
- Provide high quality legal advice to the SFA embracing a wide variety of legal areas ensuring, where possible, that individuals act within a sound legal framework.
  - Participate proactively in general business issues and projects as requested.
  - Liaise with and assist the SFA in contractual negotiations with third parties in order to understand and influence, where appropriate, such negotiations.
  - Draft and finalise legally binding documentation in accordance with terms agreed with third parties to ensure all details are represented accurately.
  - Liaise with and manage external advisers; commissioning advisory services where necessary to ensure that the management and allocation of work is carried out adequately, timeously and within budget constraints.
  - Act as Company Secretary for Hampden Park Ltd. , the Sports Medicine Centre and assist the Chief Executive with company secretarial duties for the Association
  - Regularly consider and review SFA processes and recommend appropriate action to improve them to a standard which is efficient and in line with normal industry practice.
  - Manage and motivate the departmental Secretary, to ensure that the quality and level of work being produced is to the required standard.
  - Manage and maintain the SFA property and trademark registers.
  - Maintain working relationships with all external footballing bodies (as appropriate).
  - Provide support and advice on all legal matters relating to the Club Licensing system.
  - Review and evaluate legal data from clubs on the club licensing system making recommendations as appropriate.
  - Provide guidance on Appeals Board procedures when requested regarding the Club Licensing system
  - Participate actively as a member of the staff internal Review Body for club licensing.

Signed Employee..... Date.....  
 Signed Manager..... Date.....