

Head of Legal

Scottish Rugby's Head of Legal provides trusted, pragmatic advice on complex legal matters, major commercial agreements and key governance requirements. This role protects Scottish Rugby and enables confident decision-making that supports the delivery of our strategic ambitions.



About the role

Key Responsibilities:

- Lead and develop Legal team, and oversee the team's activity, workloads and stakeholder expectations.
- Lead the drafting, review and negotiation of commercial contracts, including sponsorship, media, broadcasting, procurement and services agreements.
- Ensure internal templates are relevant and up to date, facilitating efficient workload turnaround.
- Provide practical in-house legal advice to Scottish Rugby Group companies, departments and colleagues.
- Support effective governance through Board and company meeting organisation, attendance, minutes and advice.
- Support Board Committees and working groups with legal, governance and administrative input.
- Deliver company secretarial support across the Company and wider Group.
- Act as Data Protection Lead, supporting internal teams and external agencies to maintain compliance.
- Lead the Legal team's sourcing and deployment of new legal technology and AI systems, in liaison with other colleagues.
- Arrange representation and provide advice for professional or international rugby disciplinary proceedings, where required.
- Keep up to date with legal, regulatory and governance developments and provide practical guidance.
- Build organisational legal awareness through training, workshops and briefings.
- Represent Scottish Rugby in relevant sports body collaborations and international competition projects.
- Manage external legal and professional advisers within agreed scope and budget.
- Maintain ongoing professional development and an up-to-date CPD record.
- Ensure there is a safe working environment for all team members and colleagues, including adherence to applicable policies, protocols and completion of the required risk assessments and training.

Stakeholders

This role works with a wide variety of internal and external stakeholders to ensure collaborative working across all areas:

- Scottish Rugby Union, Scottish Rugby Limited and Club Rugby Boards and their Directors
- Scottish Rugby Leadership Team
- Heads of Departments
- Facilities & Projects Team
- Customer & Commercial Teams
- Other unions and external body legal teams

*"Our ambition is that everyone in Scottish Rugby feels a sense of '**belonging**' by being clear on the **purpose** of their role, feeling **valued** as a member of the team, and **connected** to colleagues across all areas of the organisation"*

Key Skills

Business Enabler

- **Communication:** You get your point across clearly and effectively. You make sure that everyone understands what the message is, and that they equally feel heard.
- **Stakeholder management:** you have a strength for collaboration which engages internal and external partners. This enables you to create boundaries and manage expectations, enabling projects to work on time and to budget.
- **Business approach and policy development:** You work collaboratively and pragmatically with others to assess and develop structures and ways of working that are inclusive, effective and build success, so we can meet our business objectives.
- **Influencing and negotiation:** You have the skill to convince and compromise to get agreement and progress smoothly. You have great self-awareness and understanding of others and the ability to find win-win solutions.
- **Digital Literacy:** You can find, use, evaluate, create and share information digitally. Think critically about the content and use tools and platforms to communicate in digital ways.
- **Professionalism:** You maintain a professional, discreet and confidential approach, building trust, confidence and respect internally and externally.

Knowledge & Experience

- LLB degree (Scots law) and Diploma in Legal Practice.
- Full Practising Certificate issued by the Law Society of Scotland.
- Relevant Post-Qualified Experience, obtained in either a private practice or in-house environment.
- Experience of advising on Board level decisions and significant transactions with an ability to develop and maintain effective and trusted working relationships.
- Ability to deal professionally, effectively and confidently with legal, commercial and ethical challenges.
- Willingness to develop and work across a wide range of legal subject matter.
- Have a digital curiosity for developing efficient ways of working.

Working Logistics

Location: Hybrid / Scottish Gas Murrayfield

Working pattern: Monday to Friday, full time

Contract type: Permanent

Reports to: General Counsel & Company Secretary