# HEAD OF LEGAL

#### JOB PURPOSE

In July and August 2026, Glasgow will host the 23rd edition of Commonwealth Games. Approximately 3,000 athletes and team officials from up to 74 nations and territories across the Commonwealth will come together in a 10-day celebration of sport and culture. Events will take place across Glasgow, entertaining around 500,000 ticketed spectators and reaching a global broadcast audience of more than one billion.

Glasgow 2026 Limited, the Organising Company (the OC), is signatory to the Host Collaboration Agreement (HCA) with the Commonwealth Games Federation (CGF) and Commonwealth Games Scotland (CGS) and each have key parts to play in the planning and delivery of the Glasgow 2026 Commonwealth Games - individually and collectively - to ensure that Glasgow 2026 is a huge success.

The OC is seeking a Head of Legal who will be a talented leader to manage a small but busy Legal function, to assist in the delivery of a full range of commercial law support to all areas of the OC in order to minimise exposure and contractual risk, and to achieve compliance with legislation and regulations.

It will involve the provision of pro-active and pragmatic advice on all legal matters for the organisation and staging of the 2026 Commonwealth Games in a fast-paced environment. This is a key appointment within the OC which reports directly to the OC’s Chief Finance and Corporate Services Officer, but with regular direct involvement with the senior management team and Board.

#### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

* Managing the provision of high-quality legal support to all levels of the business, including senior management and Board, on a broad range of legal matters arising in the course of the OC’s business.
* Managing the OC’s relationship with its appointed external legal services supplier.
* Advising on legal issues which may arise in relation to any aspect of the Games, including disputes, legislation, compliance, governance and related matters at various internal and external forums.
* Drafting and negotiating a high volume of complex commercial contracts.
* Assisting with the drafting of funding agreements between the OC and other Games Partners.
* Advising on key contract terms, risk and contract compliance to ensure that the OC is not exposed to undue risk and that consistent business standards are adhered to.
* Provision of pragmatic advice on resolution of contractual claims and disputes, using external lawyers where appropriate.
* Working with the brand protection function in the provision of general advice on intellectual property rights including copyright, trademarks and protection of the Games branding, including the drafting and negotiation of intellectual property licence agreements
* Providing legal training in coordination with the OC’s official legal services provider to Organising Committee staff on the impact of legal policies, procedures, legislation and contractual arrangements.
* Liaising with Games delivery partners and stakeholders including Commonwealth Games Scotland, Glasgow City Council and the Scottish Government and any other relevant bodies to implement collaboration.
* Developing relationships internally with staff in all key areas of the business such as Marketing, Human Resources, Operations and Venues, Procurement/Commercial, Finance, and Games Family Services and externally with Games delivery partners, the OC’s external legal services provider and other relevant third parties.
* Monitoring legal controls and relevant areas of corporate governance and providing appropriate advice on risk management.
* Management of the provision of external legal support including secondees from the OC’s external legal services provider.

The responsibilities of this role will evolve during the lifespan of the OC and the changing needs of the Games.

#### PERSON SPECIFICATION

##### Knowledge & Experience

* Qualified Solicitor (approximately 10 years PQE+) holding a practicing certificate to practise in Scotland (working knowledge of English law a bonus) and a strong track record relating to the management of complex commercial transactions.
* Excellent communication, interpersonal and negotiation skills, the ability to influence others and manage relationships and to identify and adapt communications to suit the relevant audience.
* Strong leadership credentials and experience of leading a team; excellent at relationship building with experience of influencing senior internal and external stakeholders. Ability to add value at Board Level.
* Experience of company secretarial responsibilities and the provision of legal advice to a Board of Directors is desired.
* Ability to balance legal risk and exposure with a practical and pragmatic mindset. To be flexible in solving legal queries and issues whilst protecting the company against exposure.
* Ability to apply a common-sense approach to work which takes account of non-legal objectives of the wider business.
* Accurate legal drafting skills with attention to detail and resolution based legal thinking.
* Experience in advising in demanding projects simultaneously with strong analytical and problem-solving skills.
* Demonstrable track record of managing a legal team and external legal advisers.
* Previous experience of working in a fast-paced working environment.

##### Personal Qualities

* A strong, measured and resilient leader
* Embraces diversity and displays respect and loyalty to colleagues, the organisation and partners;
* Engages effectively, and is helpful and supportive towards others;
* Highly collaborative, taking the time to engage with team members;
* Reliable and committed to success of the team;
* Embraces change and is adaptable;
* Able to easily multitask, prioritise and willing to take on additional roles and tasks;
* Natural communicator at all levels, approachable and knowledgeable;
* Open and transparent but also maintains trust and confidentiality
* Prepared to challenge information and bureaucracy;
* Embraces and absorbs new information;
* Displays the highest levels of integrity and commitment with an ability to deliver excellent results;
* Plans ahead and manages time effectively;
* Deals with ambiguity and creative in approach to delivery;
* Resilient and positive through change and adapts positively;
* Takes accountability and ownership of tasks and problems;
* Tenacious and seeks to overcome obstacles and challenges;
* Meets milestones and is committed to achieving a positive result;
* Uses initiative to resolve matters within control and understands when to pass on relevant issues or incidents;
* Comes up with ideas and shares these with the team;
* Provides quality work that is fit for purpose;
* Willingness to be flexible/adaptable to changing needs to the OC as a developing organisation.
* Self-motivated and proud to be part of the experience;
* Demonstrates enjoyment in their work;
* Professional, polite and approachable manner;
* Positive attitude and optimistic;
* Resilient, calm and in control of emotions.