

## The Bar Standards Board

Job Description					
Job Title	Senior Programme Manager, Reform 35 hours (full-time), 12 months fixed term contract				
Job Level	4				
Reports to	Director General of BSB jointly with the Head of Programmes				
Reports	None				
Location	Bar Standards Board, 289-293 High Holborn, WC1V 7HZ				
Work Smart Category	Majority Home Worker (minimum 4 days per month in the office)				
Our Vision and Values					
<p><b>Our Vision</b></p> <p><i>We will ensure that the BSB regulates the Bar in the public interest by promoting high standards, diversity and access to justice.</i></p> <p><b>Our Values</b></p> <p><i>Fairness and Respect</i> <i>Independence and Integrity</i> <i>Excellence and Efficiency</i></p> <p>Our people have told us that the behaviours they expect everyone to demonstrate for each value are:</p> <table border="0"> <tr> <td> <p><b>Fairness and Respect:</b></p> <ul style="list-style-type: none"> <li>• Listen and include</li> <li>• Respect and celebrate differences</li> <li>• Challenge bias</li> </ul> </td> <td> <p><b>Excellence and efficiency</b></p> <ul style="list-style-type: none"> <li>• Learn and develop</li> <li>• Collaborate</li> <li>• Seek feedback to improve</li> </ul> </td> </tr> <tr> <td colspan="2"> <p><b>Independence and integrity</b></p> <ul style="list-style-type: none"> <li>• Be accountable</li> <li>• Be open</li> <li>• Act on evidence</li> </ul> </td> </tr> </table>		<p><b>Fairness and Respect:</b></p> <ul style="list-style-type: none"> <li>• Listen and include</li> <li>• Respect and celebrate differences</li> <li>• Challenge bias</li> </ul>	<p><b>Excellence and efficiency</b></p> <ul style="list-style-type: none"> <li>• Learn and develop</li> <li>• Collaborate</li> <li>• Seek feedback to improve</li> </ul>	<p><b>Independence and integrity</b></p> <ul style="list-style-type: none"> <li>• Be accountable</li> <li>• Be open</li> <li>• Act on evidence</li> </ul>	
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### Purpose of the Role

To lead the design and implementation of the Bar Standards Board Reform programme as programme manager by; facilitating the scoping and detailed design of the programme with senior stakeholders, developing realistic plans to support multiple strands of deliverables, undertake robust resource planning, agree fit for purpose governance structures and ways of working, and put in place matrix management arrangements to drive progress to time, cost and required quality standards.

The Senior Programme Manager will work in close partnership with the organisational Head of Programmes and a Change Manager based in the People Team to ensure the reform programme delivers the required results.

### General Responsibilities

To advise the Senior Leadership Team (in their capacity as the Programme Board), and provide them with expert programme management support to the reform programme

Working in partnership with the Head of Programmes, guide the Senior Leadership Team and Leadership Group on the resource management and phasing implications of the programme with respect to the existing 2024-25 Business Plan, ensuring organisational activity is prioritised effectively.

Apply expert knowledge to design of the reform programme, facilitating a deliverables centric plan, with clear milestones and dependency informed sequencing and prioritisation of activity.

Work in partnership with the Head of Programmes to integrate milestones and resource planning, and to create a clear map of all dependent and inter-dependent activity.

Develop robust resource plans to support the Programme, working with the Head of Programmes to understand wider resource demands and associated pinch points.

Implement robust and proportionate governance to support programme development and delivery, ensuring the SLT has access to all relevant information to underpin informed decision making.

Hold project leads to account on behalf of the SLT, ensuring that project management disciplines are adhered to, and key milestones are achieved.

Where necessary, hold senior stakeholders to account on project management deliverables on behalf of the Director General.

Ensure operational delivery of the programme to time, cost, and quality, and providing timely governance interventions to recognise and address emerging risks and issues that are detrimental to the integrity of the Programme.

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Ensure consistent use of the standard project management document suite and provide guidance on their use.

Monitor progress against the programme plan, reporting regularly to the SLT on emerging risks and issues and remedial plan options.

Work in collaboration with the Change Manager to ensure that interventions to support, train, and develop people and help them to adapt to change are designed and delivered at the right time and targeted to the right areas of the organisation.

Coach and support Reform Programme project leads and teams on project management skills, techniques, and disciplines.

Work in collaboration with the Change Manager and with the Communications and Stakeholder Engagement team to ensure the development and delivery of the internal communications plan for impacted and generic internal audience groups.

Work with Comms to ensure timely communications relevant to the programmes to key external stakeholders, including the Bar Standards Board, the Bar Council, the LSB and the profession as required.

Provide hands on project management support to individual projects within the reform programme where necessary including.

- updating and maintenance of action logs, risk registers, project plans, project initiation and closure documents.
- Record issues, risks and changes and monitor their ongoing management to enable successful delivery of projects.
- Write technical minutes to a high degree of accuracy and competency.

### **General**

Undertake other duties as may be required by the Director General and Head of Programmes

To develop and apply knowledge of the Legal Services Board's Internal Governance Rules and an awareness of how they apply to the organisation.

### Person Specification

	Essential	Desirable
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<p>Qualifications</p>	<p>Relevant postgraduate degree level qualification or equivalent professional experience</p> <p>Programme and project management qualifications.</p>	
<p>Experience</p>	<p>An experienced project manager, with a track record of successfully leading and delivering projects including transformational change programmes.</p> <p>Experience of communicating to a high standard orally and in writing</p>	<p>Experience of working in the regulatory sector</p>
<p>Knowledge and skills</p>	<p>Excellent interpersonal skills, able to interact effectively at all levels, both internally and externally</p> <p>Evidence of strong skills in collaborating and working in partnership with others</p> <p>An ability to negotiate with senior stakeholders and resolve disputes</p> <p>Good presentation skills</p>	
<p>Personal Attributes/behaviours</p>	<p>Ability and willingness to combine a strategic approach with hands on programme management</p> <p>Excellent planning skills and ability to prioritise well under pressure</p> <p>Able to articulate and present complex</p>	

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	information clearly	
<h3>Measures of Success</h3>		
<ul style="list-style-type: none"> <li>• The Reform programme is supported by robust project and resource plans that are accessible to senior stakeholders and provide confidence to the governing body.</li> <li>• The programme is developed within the context of the existing 24/25 Business Plan change programme, with all constraints and opportunities identified.</li> <li>• Robust and proportionate programme and project methodology is in place.</li> <li>• Programme is well managed; projects are well defined and key milestones are identified and met.</li> <li>• Reform programme teams are briefed and trained in project management skills and techniques as required.</li> <li>• Governing body well supported, and board papers are provided on time and to a good standard.</li> <li>• Programme is implemented on time and on budget, and systems are in place to track and measure the impact of reforms.</li> <li>• Feedback from programme boards and from BSB colleagues is positive.</li> </ul>		
<h3>Further information</h3>		
<p>The Bar Standards Board is in the process of developing a 5-year Strategy for the period 2025-2030. The Reform Programme will ensure the organisation is ready to meet the ambitions of that strategy through transformation of organisational structures, operational processes, people capabilities and organisational culture, communications, and systems capability.</p> <p>The Reform Programme aims to accelerate the evolution of the Bar Standards Board as a proactive and inclusive regulator in the public interest, as a model of operational excellence and as an organisation committed to continuous improvement.</p> <p>This reform programme will run in parallel with the existing 2024-2025 Business Plan and associated programmes. The precise scope of the program will be determined by the Senior Programme Manager (Reform) and is likely to include projects that will:</p> <ul style="list-style-type: none"> <li>- Implement organisational restructuring.</li> <li>- Develop an inclusive, diverse culture to deliver our organisational strategy and reach our long-term vision.</li> <li>- Develop effective knowledge management systems and processes.</li> <li>- Deliver re-engineering of the SMS (Case Management System) and other technology improvements.</li> <li>- Deliver operational process improvements arising from the End to End Review of Enforcement</li> <li>- Implement outcomes for of a review of our Regulatory Risk Framework</li> <li>- Implement our Data and Intelligence Strategy</li> </ul>		

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