



## Job Description

---

<b>Job Title:</b>	<b>Senior Regulatory Lawyer</b>
<b>Job Level:</b>	<b>4</b>
<b>Reports to:</b>	<b>Interim Director of Regulatory Operations</b>
<b>Reports:</b>	<b>N/A</b>
<b>Location:</b>	<b>Bar Standards Board, 289-293 High Holborn, WC1V 7HZ Minimum 4 days per month in the office</b>

---

## Our Vision and Values

### Our Vision

We will ensure that the BSB regulates the Bar in the public interest by promoting high standards, diversity and access to justice.

### Our Values

Our People have told us that the behaviours they expect everyone to demonstrate for each of our values are:

#### Fairness and Respect

- Listen and include
- Respect and celebrate differences
- Challenge bias

#### Independence and Integrity

- Be accountable
- Be open
- Act on evidence

#### Excellence and Efficiency

- Learn and develop
- Collaborate
- Seek feedback to improve.

## Purpose of the Role

The role holder will provide high-quality legal support BSB's Authorisations Team. The Authorisations Team takes decisions relating to: -

- applications for [exemptions and waivers](#) from the training requirements of the [Bar Qualification Manual](#);
- the authorisation of [BSB entities](#);
- the authorisation of [Authorised Education and Training Organisations](#) (AETOs);
- the authorisation of individuals to [conduct litigation](#);
- the authorisation of barristers to undertake [Public Access work](#); and
- the authorisation of organisations and individuals to instruct barristers directly under the [Licensed Access scheme](#)

The Authorisations Team is led by an interim operational head and has thirteen team members at various levels. It has faced a number of challenges including backlogs, delays and legal challenge to decisions.

The Senior Regulatory Lawyer will identify areas for change improvement and work with the head of team to devise and implement an improvement plan, reporting to the Interim Director of Regulatory Operations.

---

## General Responsibilities

The Senior Regulatory Lawyer will work alongside the Head of Authorisations (Operations) and will also need to work proactively and independently. General responsibilities include:

- Support a team of decision-makers by providing high-quality legal oversight and input into decision making and provision of reasons for decisions;
- Identifying improvements to ways of working and decision making. Embed learning from previous legal challenges to decisions;
- Ensure that team members are making robust, consistent, well-reasoned decisions on complex cases;
- Work with the head of team to make risk-based decisions about how the team prioritises its work;
- Ensure that decisions in the team comply with relevant regulations and guidance. Where decision-making and operational guidance is not in place, you will work with the team to design and implement this;
- Evaluate risks within the work of team, based on an analysis of the work streams, workloads and volume of work, providing possible solutions;
- Work with the head to assist the team in working more efficiently, thereby improving its performance against key performance indicators.
- Develop and provide relevant and applicable training to the team

## Person Specification

<p><b>Essential</b></p>	<ul style="list-style-type: none"> <li>• Solicitor or Barrister (eligible to hold a practising certificate in England &amp; Wales)</li> <li>• Experience of working in a legal role in professional regulation</li> <li>• Demonstrable leadership skills, with experience leading a team dealing with high-volume casework.</li> <li>• Experience of driving improvements to regulatory decision-making processes.</li> <li>• Proven ability to influence others to change ways of working.</li> <li>• Good knowledge and understanding of professional regulation and public law principles.</li> <li>• Knowledge of decision-making within a regulatory context.</li> <li>• Understanding / experience of judicial review proceedings and statutory high court appeals.</li> <li>• Systems and IT literate</li> <li>• Exceptional interpersonal skills</li> <li>• Exceptional written and oral communication skills, presenting complex information and difficult messages clearly and persuasively to audiences ranging in levels of seniority.</li> <li>• Proficient decision-making and problem-solving skills grounded in evidence-based analysis</li> <li>• A solutions-driven approach.</li> <li>• Relationship building and collaboration – Ability to work as part of a team, develop and maintain internal and external relationships.</li> </ul>
<p><b>Desirable</b></p>	<ul style="list-style-type: none"> <li>• Experience of creating or contributing to published decision-making guidance.</li> <li>• Demonstrable experience of collaborative leadership.</li> </ul>

## Measures of Success

- Provide high-quality legal support to the team, ensuring legal queries are addressed promptly and efficiently;
- Proactively identify areas within the team's operations or processes that require change or improvement from a legal perspective;

- Working closely with the Head of Authorisations Operations to devise and implement an improvement plan based on identified areas of change;
- Positive impact of implemented changes on the team's operation, efficiency, compliance with relevant regulations and guidance, striving to achieve improved performance against key performance indicators and positive outcome.