



Job Description

Job Title: Project Lawyer (Enforcement Regulations)
Reform Programme (24 month fixed-term contract)

Job Level: 4

Reports to: Project Sponsor for the Enforcement Regulations Project

Reports: None

Location: Bar Standards Board, 289-293 High Holborn, WC1V 7HZ
Minimum 4 days per month in the office

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 Bar Standards Board is undergoing a period of reform and reorganisation through our 'Reform Programme', consisting of a series of interconnected projects. One of the aims of the programme is to deliver our gatekeeping, supervision and enforcement functions quickly, efficiently and responsively and to implement the recommendations that arise from a [review of our enforcement functions by Fieldfisher LLP](#).

The Project Lawyer will support the Enforcement Regulations Project, the aim of which is to ensure that the Enforcement Regulations contained in Parts 5A to 5D of the [BSB Handbook](#) provide a robust framework for fair, fast and efficient decision making in the public interest, in accordance with the project plan.

General Responsibilities

- Alongside other members of the project team, assist in developing a robust set of enforcement regulations to support an effective and efficient enforcement system that operates in the public interest.
- Conduct research, including legal research and analysis, to establish a strong evidence base for discussion of the content and formulation of the regulations.
- Establish evidence gathering mechanisms (including organising and managing workshops and surveys) to inform internal decision making on legal policy and rule changes, assess potential impacts and evaluate outcomes.
- Work alongside the project team with internal and external stakeholders to identify areas for change and test change proposals.
- Instruct external Counsel and/or law firms to provide legal advice on discrete issues to support the review of the enforcement regulations.
- Alongside other members of the project team, help to identify risk to the successful delivery of the project and appropriate mitigating actions, including potential impacts on other business areas.
- Draft key supporting documents, including consultation papers, consultation responses and preparation of papers to the Programme Board and BSB Board and applications to the Legal Services Board), including appropriate analysis and potential recommendations.
- Assist with maintaining programme and project documentation where appropriate, ensuring work is undertaken on time and to budget.
- Contribute, and with appropriate training and where necessary, undertake Equality Impact Assessments (EIA) for proposed changes to the enforcement regulations.
- Organise the procurement of external support with the drafting of revised regulations, including contributing to the preparation of Invitations to Tender, managing the procurement process, including the appointment and onboarding processes.

- Prepare detailed instructions for the external firm appointed to draft the revised regulations and review/contribute to initial drafts of the regulations.
- Contribute to the preparation and delivery of training, where required, on changes.
- Liaise with relevant staff to identify the need for new or amended guidance and policy documents and contribute to their drafting where required.
- Carry out other duties as may be required from time to time by the Project Sponsor.

Person Specification

Essential	<ul style="list-style-type: none"> • Solicitor or barrister (eligible to hold a practising certificate in the UK or a comparable jurisdiction) [A] • Demonstrable knowledge of public law and principles of fair decision-making. [A, T, I] • Demonstrable knowledge and experience of professional regulation and associated enforcement processes. [A, T, I] • Strong legal research skills and analysis. [A, T, I] • Excellent attention to detail and accuracy. [A, T, I] • Well-developed strategic thinking and analytical skills, including the ability to source and interpret complex data. [A, T] • Excellent drafting skills and demonstrable experience of drafting a range of documents appropriately tailored to different audiences, including report writing. [A, T, I] • Excellent time management skills with the ability to work to tight deadlines and prioritise effectively. [A, I] • Demonstrable problem-solving skills. [A, I] • Ability to develop and maintain effective internal and external relationships, including at a senior level. [A, I] • Self-motivated and pro-active – the ability to work independently and collaboratively within a team environment. [A, I] • Communication skills – the ability to effectively communicate both orally and in writing complex information clearly and persuasively to audiences ranging in levels of seniority. [A, I] • Flexibility and adaptability – ability to respond positively to changing circumstances. [A, I] • Systems and IT literate (Microsoft Office – Word, Outlook, Excel and PowerPoint). [A]
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Desirable	<ul style="list-style-type: none">• Experience of developing legal policy.• Experience of drafting rules and regulations.
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Key: A = Application, T = Test, I = Interview

Measures of Success

- Project work is taken forward and completed in accordance with anticipated timescales and an agreed project plan.
- Research is used effectively to ensure evidence-based decision making.
- High quality written work is produced for a variety of audiences.
- Programme Board and BSB Board and other forums are briefed/updated in an appropriate and timely manner.
- Positive feedback is received from internal and external stakeholders.
- Effective relationships are built with key stakeholders internally and relevant external bodies and organisations.