



## Job Description

---

**Job Title:** Head of Professional Standards

**Job Level:** 3

**Reports to:** Director of Regulatory Standards

**Reports:** Policy Manager – Professional standards X2  
(Team of 3 with 2 direct reports)

**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 Head of Professional Standards is a new senior leadership role with the BSB and will lead the new professional standards function in the BSB. The purpose of the role is to provide strategic leadership and ownership of the regulatory policy framework underpinning the standards for education and training (<https://www.barstandardsboard.org.uk/training-qualification.html>) and ongoing competence of Barristers: <https://www.barstandardsboard.org.uk/about-us/what-we-do/assuring-the-competence-of-barristers.html>

This role will lead on the development of BSB regulatory policy in these areas, and policy responses to regulatory risks and evidence, ensuring robust governance and delivery. The team is currently circa 3 staff, with two experienced policy managers directly reporting into this role. This role is also responsible, together with the BSB Leadership team, for moving the organisation forward through a programme of continuous improvement and organisational development in order to deliver the BSB's overall strategic objectives.

---

## General Responsibilities

### Strategic and Leadership

- Provide leadership and ownership on all aspects of the regulatory policy framework underpinning education and training at the Bar and ongoing competence of barristers. This principally includes ownership of:
  - The Professional Statement, Authorisations Framework, Curriculum and Assessment Strategy, The Bar Qualification Manual and Assuring Standards Framework for ongoing competency, the Bar Training Annual report and any new annual associated reports that will be developed on assuring ongoing competency standards of Barristers.
  - Policy development and ownership of new policy areas where any gaps have been identified in existing frameworks or where frameworks need to be evaluated.
  - two strategic programmes – Assuring Standards and Bar Training ensuring that these are delivered on time and to the standard required.
- Leadership and line management of the BSB's professional standards team; allocating workload, providing regular support and development as needed, agreeing clear objectives, and overseeing performance management of direct report/s and team overall.

- Demonstrate personal accountability by taking proactive responsibility, showing professionalism, high integrity, expertise and a results-driven approach to project management and to successful delivery of all the work of the new team.
- Active management in, and proactive support to, the Director in successful running of the regulatory standards department

#### Stakeholder Engagement

- Play a leading role in fostering a constructive relationship with Authorised Education Training Organisations and the Inns .
- Plan and manage appropriate internal and expert stakeholder input into policy programmes, commissioning research where necessary.
- Collaborate with colleagues across the organisation to ensure that the Professional Standards teams delivers on its responsibilities.
- As this is a new role and team for the organisation, the post holder will need to provide inspirational leadership to champion the team and embed its work across various areas of BSB focussing on the culture of continuous improvement in order to deliver best-in class regulation. This will involve collaborating with other Heads on all aspects having impact on delivery of regulatory standards underpinning the Barrister Career journey (including exams, supervision and authorisations). And collaboration with other peers in Strategy and Policy on data insights, research and wider policy matters.
- Keep abreast of developments in education and training and ongoing competence to provide training and knowledge sharing across BSB, being the voice of the area across the BSB.
- Undertake speaking or other external engagements or communication opportunities on behalf of the BSB, to ensure BSB policy in this area and strategy is understood by stakeholders;

#### Other

- Leads on promoting diversity, inclusion and BSB values within the Professional Standards team colleagues and through the work of the team;
- Knowledge of the Legal Services Board's Internal Governance Rules and an awareness of how they apply to the organisation.
- Deputises for the Director of Regulatory Standards where appropriate;

- Carries out other duties as may be required from time to time by the Director of Regulatory Standards.

**Person Specification**

<p><b>Essential</b></p>	<p>Experience</p> <ul style="list-style-type: none"> <li>• Degree or equivalent level of experience.</li> <li>• Demonstrable experience of managing multiple complex policy projects, leading on them, engaging stakeholders and managing risk.</li> <li>• Considerable experience of r education and training within an education and training organisation or a regulator or similar organisation.</li> <li>• Well-developed strategic thinking and analytical skills including the ability to source and interpret complex data.</li> <li>• Significant experience in leadership and people and performance management.</li> <li>• Ability to provide inspirational leadership to champion the new team and embed its work across BSB focussing on a culture of continuous improvement and collaboration</li> <li>• Demonstrable experience of putting in place new processes and systems for efficient delivery.</li> <li>• Proven ability to develop innovative solutions</li> <li>• Demonstrated experience in decision making- and problem-solving.</li> <li>• Demonstrated communication and interpersonal skills, with the ability to convey information clearly and accurately, verbally and in writing, for a variety of audiences.</li> <li>• Ability to build strong relationships and inspire confidence at all levels, internally and with external stakeholders.</li> <li>• Ability to articulate and present complex information and difficult messages clearly, persuasively and with diplomacy</li> <li>• Considerable experience of presenting and communicating complex policy interventions in a regulatory environment to the Board and its committees.</li> </ul> <p>Knowledge</p> <ul style="list-style-type: none"> <li>• Demonstrable knowledge of current issues in the legal sector.</li> </ul>
-------------------------	--

	<ul style="list-style-type: none"> <li>• Understanding of Equality and Diversity requirements including Public Sector Equality Duty and Equality Impact Assessments</li> <li>• An understanding of the principles of leadership and influence at senior levels</li> </ul> <p>Personal Attributes</p> <ul style="list-style-type: none"> <li>• Ability to establish personal credibility with senior internal and external stakeholders and the ability to make decisions quickly</li> <li>• Commitment to continuous improvement, including collaboration across the organisation</li> <li>• Self-motivated, resilient and assertive</li> <li>• Ability to deal with conflicting priorities/demands</li> </ul>
<p><b>Desirable</b></p>	<ul style="list-style-type: none"> <li>• Post Graduate qualification in relevant discipline.</li> <li>• Policy leadership and developed in regulator.</li> <li>• Experience of legal services and well networked with relevant professional bodies/organisations.</li> </ul>