



## Job Description

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**Job Title:** Lawyer (Contact and Assessment Team)

**Job Level:** 4

**Reports to:** Head of CAT Operations

**Reports:** No direct reports

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

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## 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

This role sits in the Regulatory Operations Department (ROD) and reports to the Head of the Contact and Assessment Team (CAT).

The key responsibilities for the role are as follows:-

- Providing legal advice and support to CAT in relation to casework and professional regulation more broadly;
  - Responsible for a caseload of complex cases;
  - Ensure decisions in CAT are consistent, proportionate and comply with the BSB Handbook, guidance, legislation and caselaw;
  - Support the Head of CAT Operations in their function, delegating for them where required;
  - Work collaboratively with colleagues across the organisation to develop and deliver strategies and projects.
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## General Responsibilities

### Strategy and planning

Deputise for the Head of CAT Operations in their absence

- Contribute to shaping the BSB's strategic and business plans.
- Work collaboratively with colleagues within the department and enforcement functions to ensure coherent processes across the department and to enable flexible resource planning, which is managed and prioritised effectively in support of the BSB's business and strategic objectives
- Develop effective working relationships across the BSB to ensure a consistent and joined up approach is taken to regulatory operations

### Team development

- Contribute to team development in collaboration with the Head of CAT Operations
- Work closely with CAT to develop skills and competences required to deliver consistent and high-quality regulatory decisions
- Identify and/or provide training on regulatory decision-making and any other area which will enhance the work of the teams

### Regulatory decision making

- Provide technical and legal advice to the teams on regulatory decision making
- Ensure that decisions are taken in line with good practice
- In conjunction with the Head of CAT Operations, allocate cases and applications to the team
- Support the Head of CAT Operations in managing, allocating and prioritising resources across CAT in support of service delivery in line with published KPIs

### **Regulatory Process**

- Support the Head of CAT Operations in carrying out periodic reviews of the regulatory decision-making processes and policies for CAT to ensure that they are fit for purpose, robust and as efficient as possible
- Support the Head of CAT Operations in responding to service complaints

## Person Specification

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Qualified solicitor, barrister or FCILEx in England and Wales or the equivalent in a foreign common law jurisdiction. Must be entitled to hold a practising certificate as either a solicitor or barrister.</li> <li>• Working within a regulatory regime.</li> <li>• Management of caseload within a casework environment</li> <li>• Providing legal advice, support</li> <li>• Providing training (legal and/or other)</li> <li>• Drafting (eg instructions to counsel, correspondence)</li> <li>• Experience of analysing and summarising lengthy documents</li> <li>• Extensive experience of high volume casework, operational delivery and process improvement</li> <li>• Providing services direct to the public</li> <li>• A sound understanding of the legal and regulatory principles of decision making</li> <li>• Knowledge and understanding of equality and diversity.</li> <li>• An advanced understanding of casework, casework processes and case management systems</li> <li>• Systems and IT proficiency, including Microsoft 365 (Word, Outlook, Excel)</li> <li>• Communication skills – ability to communicate with a range of audiences, verbally and in writing</li> <li>• Managing multiple priorities, meet deadlines and produce accurate consistent work</li> <li>• Ability to assess a situation and take evidence-based action</li> <li>• Flexible and adaptable – able to respond to changing circumstances and work independently</li> <li>• Able to make timely, informed decisions taking relevant factors into account.</li> <li>• Ability to work as part of a team and to develop and maintain internal and external relationships</li> </ul>
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<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience of legal regulation</li> <li>• Electronic case management</li> <li>• Dealing with casework and complaints</li> <li>• Experience of undertaking peer reviews or similar</li> <li>• Delivering high-quality services</li> </ul>
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## Measures of Success

- Confidence of the and profession in the efficiency and effectiveness of the BSB's assessment processes.
- Decision making is reasoned, proportionate, consistent and compliant both individually and across the team
- Service standards and KPIs are met
- Policies, procedures, standard letters and external information are up to date
- Written work of the post holder and team is of a high quality
- Team members are provided with accurate, high quality advice and support
- Positive user and colleague feedback around CAT's work
- Positive contribution to shaping the BSB's strategic and business plans and delivery of the department's business plan within budget and timescales