

Bar Standards Board

Appointment of Director of Legal and Knowledge Management

Information pack for candidates

Job Description

Job Title: Director of Legal and Knowledge Management

Job Level: 2

Reports to: Director General

Reports: Head of Legal

Head of Information and Knowledge Management

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

Salary: £90,000 - £110,000

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

Commitment to Equality, Diversity and Inclusion

As the regulator of the Bar of England and Wales, we have a statutory regulatory objective to “encourage an independent, strong, diverse and effective legal profession” (the Legal Services Act 2007). We also have obligations under the Equality Act 2010 and a Public Sector Equality Duty.

We aim to ensure meaningful compliance with our equality duties in every aspect of our work; to demonstrate best practice and to embed equality, fairness and inclusion into the day-to-day running of our organisation.

We want the Bar to be as fully diverse as the society it serves, and we strive for diverse representation to be reflected across all areas of our organisation, including on our Board. We welcome applications from anyone regardless of age, experience, sexuality, religion, beliefs, disability or neurodiversity, ethnicity, race, gender, gender identity, marital status and socioeconomic background.

The Bar Standards Board is deeply committed to inclusive working practices, so during the application process we commit to:

- Paying for care and childcare if required whilst you attend interviews.
- Paying travel costs for interviews held in person.
- Making any reasonable or (where possible) alternative adjustments – please see our [Reasonable Adjustment policy](#) for further information.
- Providing documents in accessible formats readily available to download.

If there is anything else you are concerned about or think we could provide, please let us know.

The Bar Standards Board [website](#) has a number of web pages dedicated to [equality and diversity](#) which set out our strategy and provide links to research and analysis published by the Bar Standards Board.

In addition, the Bar Standards Board as an organisation recognises that it must itself be an exemplar of good practice in terms of inclusion and equality. To this end, the BSB conducts annual People surveys to engage with our workforce and has an internal People/DEI team which supports our staff with DEI training, wellbeing, mental health and employee resource groups. We actively support the Disability Confident Scheme and we are proud to be a Disability Confident Committed employer.

In May 2024, the Bar Standards Board launched its [Anti-Racist Strategy](#) covering the period 2024-2027. This new Strategy sets our internal commitment to anti-racism in how the BSB operates with its people, outlining how we intend to lead by example by setting and meeting high standards in our own approach.

Purpose of the Role

Accountable, as Chief Counsel to the Bar Standards Board, for the quality of the BSB's regulatory decisions and, to that end, for the provision of legal and knowledge management support across the BSB regulatory functions, including the provision of legal advice, the handling of litigation, and the development of best in class information and knowledge management services..

As a member of the Senior Leadership Team, take collective responsibility for the strategic and operational leadership and organisational culture of the BSB.

General Responsibilities

Executive Leadership

- Develop and deliver strategies to ensure continuous improvement in the quality of regulatory decision-making at the Bar Standards Board.
- Strategic leadership and oversight of the work of the Legal and Information and Knowledge Management teams, ensuring that collaboration and co-operation between teams across the BSB enhances the effectiveness of regulatory decision making
- Line management for the Head of Legal and Head of Information and Knowledge, ensuring guidance and support and personal development.

Legal

- Provide strategic leadership and expert legal guidance and support to the Board and senior managers in the BSB on complex legal issues and risks arising from regulatory decision-making and regulatory policy development, including on enforcement action arising from the Post Office case
- Lead provision of effective legal advice to support the BSB's regulatory decision-making functions including ensuring in-house advice is of high quality and in line with good practice in professional regulation and external advice represents value for money

- Oversee provision of legal advice in respect of Data Protection, SARs and Freedom of Information and ensure BSB compliance with its legal obligations and with good practice
- Ensure, wherever possible, that the BSB responds appropriately to legal challenges to its decisions and mitigates the reputational and financial risks of arising from potential and actual legal challenges
- Oversee and be accountable for the conduct of litigation against the BSB in the areas of regulatory decision making, information and data law, and contract disputes (excluding employment and centrally held contracts)
- Ensure appropriate liaison with relevant external solicitors/legal representatives and that litigation conducted by the internal Legal Team is carried out effectively
- Account for the performance of the BSB's contract with external solicitors
- Oversee the negotiation and renewal of contracts, other than people/employment and central, organisation-wide IS contracts. (day to day contract management to be carried out by the team receiving services)

Information and Knowledge Management

- Provide strategic leadership and accountability for best-in-class knowledge management to enable operational teams to take consistent and sound decisions;
- Strategic oversight and accountability for a major change programme to create best in class knowledge management for regulatory decision making
- Oversight and accountability for delivering knowledge sharing amongst regulatory teams through creating, managing and maintaining knowledge systems.
- Ensure continuing knowledge development across regulatory teams through knowledge sharing opportunities, the legal training programme, updates and other means
- Create and embed a culture in regulatory teams where knowledge development and knowledge sharing is valued
- Oversight of the development and management of a complete set of clear, accessible, up to date policy and guidance documents for regulatory decision making to empower regulatory teams to make sound, consistent and timely decisions
- Oversight of Data Protection, SARs and Freedom of Information matters

Stakeholder Management and Communications

- Ensure that clear, up to date and easily accessible information is available to the public and the profession to enable them to understand BSB approaches to processes and decision making;
- Contribute to stakeholder management relating to Legal and regulatory matters with members of the Bar, representative bodies, the Legal Services Board, the Bar Tribunal and Adjudications Service, the judiciary, the Inns of Court, Government departments and consumer organisations;

Executive Leadership (SLT)

- Strategic planning including assessing future strategic priorities for the BSB that arise from areas of executive responsibility
- Take decisions on organisational resources and operations to ensure that the BSB meets its business and strategic plan commitments
- Management of corporate and regulatory risk
- Take personal and collective responsibility for creating an organisational culture that supports strategic delivery and long terms aims, including acting as a role model for BSB's values and behaviours
- Take personal and collective responsibility for creating an inclusive and anti-racist working culture through behaviours, actions and decisions both as a member of the SLT and in leading own department
- Develop effective relationships with Resources Group to ensure that required shared services are provided to the BSB in line with expectations
- Deputising as required for the Director General

General

- Lead or contribute to department and organisation wide projects and programmes and provide opportunities for members of teams to contribute to projects and programmes
- In-depth knowledge of the Legal Services Board's Internal Governance Rules and responsibility for ensuring that all teams are aware of and comply with the IGRs and the agreed internal processes.
- Take on any other responsibilities as reasonably required by the Director General

Person Specification

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| Essential | <p>Qualifications</p> <ul style="list-style-type: none"> ● Legally qualified and able to hold a practising certificate as either a solicitor or barrister <p>Experience</p> <ul style="list-style-type: none"> ● Extensive experience of handling legal issues arising from regulatory decision-making including conducting litigation ● Substantial leadership and management experience in a similar role or roles in a professional conduct regulator(S), ● Significant experience of advising a Board, senior managers and teams on legal issues arising from regulatory decision-making ● Ability to set up and run a high quality, comprehensive and effective legal knowledge management function ● Ability to formulate and deliver legal strategy in a highly complex regulatory environment ● Significant experience of change management, the impact of change on organisational culture and the establishment of new teams and departments ● Proven track record of delivering business objectives in a complex working environment ● Excellent and practical understanding of Equality, Diversity and Inclusion requirements including impact assessments ● Broad and deep knowledge of up to date best practice in professional regulation <p>Personal Attributes</p> |
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| | <ul style="list-style-type: none"> ● Relationship building and collaboration – Ability to work as part of a team, develop and maintain productive internal and external relationships at all levels ● Demonstrates a firm grasp of best practice senior leadership and management principles ● Proven ability to work with committees and boards ● Strategic decision-making skills ● Sound judgement in assessing the risks arising from the conduct of litigation and in conducting litigation ● Ability to communicate clearly, succinctly and with authority ● Commitment and ability to promote and role model BSB values and behaviours, holding others to account where needed |
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Measures of Success

- The BSB operates a robust and targeted approach to managing its regulatory risks, incorporating the best possible understanding of the data and intelligence we collect about the regulated profession.
- Legal issues and litigation arising from regulatory decision making are handled effectively without any unnecessary financial exposure and/or damage to the reputation of the BSB
- Knowledge management systems provide a platform for individuals' skills and knowledge development and thereby support career development, recruitment and retention.

How to Apply

The recruitment process is being undertaken by Inclusive Boards on behalf of The Bar Standards Board. If you wish to apply for this position, please supply the following by **23:59 on 01/12/2024**:

- A detailed CV setting out your career history, with responsibilities and achievements.
- A cover letter demonstrating by examples the essential experience, knowledge, and personal attributes described in the person specification as well as your motivations for applying.
 - Experience (suggested length - 500 words)
 - Knowledge (suggested length - 500 words)
 - Personal Attributes (suggested length - 500 words)
 - Motivations (suggested length - 300 words)
- Please use the cover letter template which can be downloaded [here](#)
- Details of two professional referees together with a brief statement of their relationship to you and over what time period they have known you. Referees will not be contacted without your prior consent.

If you have any questions or would like to arrange a call to discuss the role please email BSB@inclusiveboards.co.uk or call 0207 267 8369

Please submit your application through Inclusive Boards website www.inclusiveboards.co.uk/opportunities or email the documents to BSB@inclusiveboards.co.uk by **23.59 01/12/2024**.

Handling your application

- We will process your application as quickly as possible and will keep you informed at key stages.
- We will acknowledge receipt of your application electronically and check it for completeness and eligibility. If you do not receive an acknowledgement, please check your spam and then contact BSB@inclusiveboards.co.uk.