

## Bar Standards Board

### Appointment of Director of Planning Programmes and Engagement Information pack for candidates

#### Job Description

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**Job Title:** Director of Business Planning, Programmes & Engagement

**Job Level:** 2

**Reports to:** Director General

**Reports:** Head of Programmes and Planning

Head of Communications and Engagement

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

**Salary:** £90,000 - £110,000

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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:



## 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

To ensure that the Bar Standards Board is adequately resourced to deliver business plans and programmes which advance its public interest objectives and that key stakeholders are fully informed of, and engaged by, our plans.

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

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## General Responsibilities

### Business Planning & Budgeting

- Lead Development of business plans and supporting budgets which look forward three years, which are affordable and deliverable and which advance the Bar Standards Board's multi-year strategies and public interest objectives.
- As an input to annual business plans, develop and implement an efficient and effective approach to budgeting which captures the continuing costs of delivering the Bar Standards Board's operations and the resource demands of business as usual, programmes and other non-recurrent demands.
- Engage the Bar Standards Board's people in business planning and budgeting so that they understand the approach and are able to contribute effectively to forward planning of business and associated costs.
- Monitor in-year expenditure and income against plans and alert the Senior Management Team and Board to any emerging under- or over-spends against plan and propose remedial action.
- Ensure that the fees set by the Bar Standards Board for its services to students, to entities and to individual applicants for waivers recover the full economic costs of the service and, to that end, lead and implement a triennial review of such fees.

### Programmes

- Lead the programmes function of the Bar Standards Board so that major programmes and projects are well-defined, adequately resourced and deliver the benefits foreseen.
- Ensure that the Bar Standards Board's methodologies for, and governance of, the delivery of programmes and projects are proportionate and effective in delivering benefits.
- Promote understanding of the Bar Standards Board's programme and project management delivery across the Bar Standards Board, including the Senior Leadership Team and Board.

- Ensure that the resource demands on programmes and projects are captured and factored into wider business plans and budgets.
- Account to the performance and Strategic Planning Committee and to the Board for the delivery of programmes and projects.

### **Engagement & communications**

- Ensure that the Bar Standards Board's external and internal stakeholders have excellent forward visibility of our plans and are able to contribute effectively to their development through formal consultations, roundtables and other events.
- Promote confidence in the Bar Standards Board as an effective regulator in the public interest through a proactive and innovative programme of communication and engagement
- Ensure that consumers have a good understanding of the role of the Bar Standards Board as regulator and are able to engage effectively with us on matters which engage our regulatory responsibilities.
- Ensure that our website and other outward-facing communications are easy to navigate and facilitate access to the information which consumers, barristers, students, pupils and chambers need to be properly informed of regulatory requirements and guidance.
- Accountable for ensuring that the Bar Standards Board responds promptly and effectively to publicity bearing on the exercise of our regulatory responsibilities and is on the front foot on matters of public debate.
- In collaboration with the Director of People, lead internal communication activity to ensure high levels of commitment to the Bar Standards Board's values and vision and to the realisation of an inclusive working environment.

### **Executive Leadership (Senior Leadership Team)**

- 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
- Deputise 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**

<b>Essential</b>	<p>Qualifications</p> <ul style="list-style-type: none"> <li>• Degree or equivalent experience</li> </ul> <p>Experience</p> <ul style="list-style-type: none"> <li>• Extensive experience in a senior leadership role of business planning and budgeting</li> <li>• Previous responsibility for leading the delivery of complex programmes of change and for promoting effective, but proportionate, project management methodologies and governance across an organisation</li> <li>• Significant experience of change management and the impact of change on organisational culture</li> <li>• Experience of performance monitoring and reporting and prioritisation of resources</li> <li>• A track record of leading effective engagement and communication with a wide range of external and internal stakeholders</li> </ul>
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	<ul style="list-style-type: none"> <li>● Excellent and practical understanding of Equality, Diversity and Inclusion requirements including impact assessments</li> </ul> <p>Personal Attributes</p> <ul style="list-style-type: none"> <li>● Relationship building and collaboration – Ability to work as part of a team, develop and maintain productive internal and external relationships at all levels</li> <li>● Demonstrates a firm grasp of best practice senior leadership and management principles</li> <li>● Proven ability to work effectively with committees and boards</li> <li>● Strategic decision-making skills</li> <li>● Ability to communicate clearly, succinctly and with authority</li> <li>● Commitment and ability to promote and role model BSB values and behaviours, holding others to account where needed</li> </ul>
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### Measures of Success

- Business plans and major organisational programmes are delivered within timescales and to budget
- The organisation has planning and resourcing structures in place to deliver effectively against KPIs
- Stakeholder engagement and communications are proactive, effective and enhance the profile and reputation of the BSB

## 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 (please download [here](#)) 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)
- A template 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](mailto:BSB@inclusiveboards.co.uk) or call 0207 267 8369

Please submit your application through Inclusive Boards website [www.inclusiveboards.co.uk/opportunities](http://www.inclusiveboards.co.uk/opportunities) or email the documents to [BSB@inclusiveboards.co.uk](mailto: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](mailto:BSB@inclusiveboards.co.uk).