

# BAR STANDARDS BOARD

REGULATING BARRISTERS

## Role Description

Role Title

Independent Reviewer

Reports to

Governance, Risk and Audit Committee (GRA)

Remuneration

£308 per day or £154 per half day (plus VAT, if relevant)

Location

Home based with reasonable attendance, in line with the role responsibilities, at the Bar Standards Board Office: 289-293 High Holborn, WC1V 7HZ

Expected time commitment

Equivalent of 1.5 days per week, based on 46 weeks over a 12-month period

## Purpose of the Role

To provide effective independent assurance to the Governance, Risk and Audit Committee (GRA) that the regulatory decision-making functions of the BSB are operating in line with the agreed procedures. To provide an independent review mechanism for review of decisions taken on individual cases, primarily in relation to the outcomes of the assessment of reports to the BSB and subsequent decisions on whether to pursue enforcement or supervisory action following a formal investigation.

## Measures of Success

- Periodic audits are conducted in line with the agreed frequency, and in accordance with agreed policies and procedures
- Regular reports are submitted to GRA as required
- Any relevant areas for improvement, lessons to learn and/or areas of good practice are highlighted in reports to GRA
- Requests for review are conducted within agreed timescales, and the recommendations arising communicated to the Executive
- Any thematic reviews and/or specified audits requested by GRA are carried out as scheduled and recommendations provided

## General Responsibilities

- Carry out periodic audits of a sample of decisions taken by the Executive in order to provide assurance that the regulatory decision making systems and processes are

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operating effectively and decisions are being taken in accordance with the authority granted by the Commissioner; including but not limited to assessing whether:

- Cases were handled in a timely manner in line with service standards;
  - Assessments of incoming information, investigations of allegations and decisions on supervisory action were carried out in accordance with the relevant agreed policies and procedures, thoroughly and fairly and with appropriate consideration of equality, diversity and inclusion issues;
  - Decisions of staff are made consistently and in accordance with agreed criteria;
  - The reasons for decisions are explained fully and clearly to the parties;
  - The process of bringing disciplinary action is handled effectively and in a timely manner by the BSB;
  - The BSB's conduct of disciplinary cases and handling of appeals, including the BSB's treatment of all parties, is fair, effective and in accordance with laid down procedures; and
  - In all other respects, cases are being dealt in accordance with the aims, objectives and service standards set by the BSB's Assessment, Enforcement and Supervisory systems.
- Carry out requests for review of decisions made on reports submitted to the Bar Standards Board, in accordance with the agreed criteria, including the provision of written reports on each case.
  - At the request of the GRA or the Bar Standards Board, conduct thematic reviews when required on general issues of concern and provide recommendations on systemic or process issues arising.
  - To prepare and submit to the GRA six-monthly reports covering:
    - A summary of activities
    - An evidence based robust and rational summary of the observations made during the reporting period;
    - Recommendations to address any systemic weaknesses identified or areas for improvement; highlighting any areas of good practice where found.

### Person Specification and Competencies

|                | Essential   | Desirable   |
|----------------|---|---|
| Qualifications | Degree or equivalent  | Law degree or equivalent<br><br>Legal qualification |
| Skills         | Ability to understand and to apply regulations and guidelines<br><br>Ability to understand and analyse compliance with legal regulatory obligations including under GDPR<br><br>Excellent written communication and drafting skills | Legal knowledge<br><br>Audit knowledge              |

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|--------------------------------|--|---|
|                                | <p>Work with limited administrative or technical support</p> <p>Excellent time management skills and the ability to work effectively under tight deadlines</p>   |   |
| Experience                     | <p>Understanding, analysing and making robust, reasoned recommendations on complex and/or sensitive issues</p> <p>Analyse large volumes of documents and/ or statistical data to draw rational, robust conclusions and draft reports</p>   | <p>Experience of complaints handling in the context of professional regulation</p> <p>Understanding, knowledge and experience of best practice in professional regulation</p> |
| Knowledge                      | <p>An understanding of and commitment to equality, diversity and inclusion good practice</p> <p>A working knowledge of standard office systems and competent in use of them in day-to-day work</p> <p>A working knowledge of web-based document management, file sharing and case management systems</p>   | <p>A knowledge of the Bar, the legal system and its structures</p> <p>An awareness of current legal issues affecting the Bar and those the BSB regulates</p>                  |
| Personal Attributes/behaviours | <p>Sound judgment</p> <p>A commitment to applying BSB values and regulatory objectives to the role</p> <p>The ability to take responsibility for your own continuous learning and professional development</p> <p>Flexibility and the ability to respond effectively to organisational change</p> <p>Strong inter-personal and communication skills</p> <p>Ability to work proactively, and independently</p> <p>Attention to detail</p> |   |