BAR STANDARDS BOARD

REGULATING BARRISTERS

Job Title:	**3x Senior Policy Officer**
Hours:	**35 hours per week - Full-time, permanent (open to flexible working)**
Salary:	**£33,500 - £48,312 pa/pro-rata – depending on skills and experience**
Location:	**High Holborn, London (Hybrid Working – minimum 4 days per month)**

The Roles

We are recruiting for three Senior Policy Officers to join the Bar Standards Board's Policy and Research Team, who manage and develop specific policies, guidance and obligations to regulate barristers and specialised legal services businesses in England and Wales in the public interest. Team members typically have the opportunity to be involved in several projects across the team as we work flexibly to deliver the highest impact for consumers. We are looking for three highly motivated individuals with an interest in regulation, who is keen to make a difference and is excited to play a part in developing policies that deliver in the best interest of the public and consumers.

The Strategy and Policy Directorate is a hardworking and committed team and works with other teams across the BSB to deliver its objectives. As Senior Policy Officers in the teams, you will work with other experienced policy professionals within your immediate team with diverse backgrounds and gain a broad knowledge of regulation and legal sector.

More information about each role is included below.

Quality Assurance

The postholder will be responsible for leading the development and implementation of policy initiatives in line with the Policy Development Framework and will report directly to a Policy Manager in the team. This may involve policy and project work across the full range of Policy and Research business.

The successful candidate will have a proven track record of policy development, implementation and project management experience, utilising a wide range of evidence and best practice. You will need to have the ability to translate complex information into accessible and engaging written and verbal content to a wide range of audiences, including presenting policy proposals to senior leaders and external stakeholders, and able to work both independently and as part of a team.

Senior Policy Officer (Quality Assurance) Job Description can be found here.

Technology and Innovation

The postholder will enter the newly established Technology and Innovation policy group and play a significant role in shaping our efforts to encourage responsible uptake of technology and innovative practices at the Bar.

The post holder will be responsible for leading the development and implementation of policy initiatives to support innovative uses of technology at the Bar, leveraging the opportunities it presents in our profession while mitigating the risks. They will report directly to the Policy Manager for Technology and Innovation, while working closely with the Research; Equality, Diversity, and Inclusion; and Competencies teams to understand and manage regulatory issues relating to technology at the Bar.

Senior Policy Officer (Technology and Innovation) Job Description can be found here.

Regulatory Reform

This post holder will focus on the delivery of Access and Standards strategic aims the BSB's 2022 – 2023 business plan. They will firstly help with the review of the BSB Code of Conduct Barristers are required to follow and lead in managing wider Handbook related projects by cultivating excellent knowledge of the Handbook. Secondly they will contribute to improving access to justice of clients by assisting with work in relation to projects such as pilot on use of digital comparison sites and leading the work to implement any changes resulting from our recently published evaluation of transparency rules.

Senior Policy Officer (Regulatory Reform) Job Description can be found here.

In return the Bar Standards Board offers excellent terms and conditions of employment, including:

- Hybrid working
- Up to 31 days annual leave
- Up to 12% employer's pension contribution

The BSB

The Bar Standards Board (BSB) regulates barristers and their professional practice and specialised legal services businesses in England and Wales in the public interest. We are responsible for setting education and training requirements, setting standards, authorising organisations, monitoring the service provided, and handling complaints. Barristers work at the heart of our justice system so BSB's mission is fundamentally important to the maintenance of the rule of law.

Our people value our friendly and respectful environment, our support for flexible working, the opportunity to have a high degree of impact and our interesting, challenging and varied work.

Applying

To apply for this role, please email your **CV and covering letter** to HRCentralMailbox@BarCouncil.org.uk, addressing the essential criteria from the person specification. We operate an anonymous recruitment process, so please remove your name and other personal information from your CV and covering letter before submitting your application.

The Bar Standards Board is Disability Confident Committed employer. Candidates with a disability who meet the essential criteria for this role will be guaranteed an interview under this scheme. Candidates with a disability who require reasonable adjustments should contact Vivien Bock, HR Adviser on 0207 611 4699.

Applicants invited to interview will be required to bring copies of appropriate documentation proving their right to work in the UK before the interview.

The Bar Standard Board aims to recruit a talented workforce and values the diversity in background, skills and experience of its staff. We are committed to providing equality of opportunity for all job applicants irrespective of race, sex, disability, age, religion or belief, sexual orientation, maternity or pregnancy, marital or civil partnership status or gender re-assignment.

Closing date: 14th February 2023 at 11:59pm
Proposed Interview Date: week commencing 27th February 2023