The Bar Standards Board

Job Description	
Job Title	Senior Policy Officer, Technology & Innovation
Reports to	Policy Manager
Reports	Currently none
Salary Band	5
Location	Bar Standards Board Office, 289-293 High Holborn, WC1V 7HZ May require attendance at off-site meetings

Our Vision and Values

Our Vision
The BSB's vision is:

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 organisational values are:
Fairness and Respect
Independence and Integrity
Excellence and Efficiency

Our people have told us that the behaviours they expect everyone to demonstrate for each value 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

The post holder will join Bar Standard 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. The post holder 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. 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 a highly motivated team player with 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 interests of consumers.

General Responsibilities

- Lead on the design, development, and delivery of allocated policy projects in line with the BSB's Policy Development Framework. This may include a project to pilot a new legal technology relevant to barristers' practice, evaluate and address benefits and regulatory issues it may pose, and support barristers in its uptake and responsible use;
- Engage with the LegalTech ecosystem, other regulators, and barrister community on behalf of the BSB to identify opportunities for innovation and technology uptake that advance our regulatory objectives;
- Champion the technology and innovation work programme with external and internal stakeholder groups to build trust, educate, and encourage responsible innovation at the Bar, including through written content (blogs, social media, papers) and events;
- Contribute to development of a framework within which the BSB will enable the benefits and mitigate the risks of innovation and technology;
- Lead on targeted reviews of specific policy areas/sections of the BSB Handbook in light of the relevant regulatory risks;
- Liaison with other bodies, including the Legal Services Board (LSB) and other regulators, negotiating agreement for changes to the BSB's regulatory arrangements;
- Assisting in establishing an evidence base, from which policy development is informed, identifying trade-offs, assessing potential impacts and evaluating outcomes;
- Commissioning or conducting research projects on the use of technology and innovative practices at the Bar to establish a strong evidence base for policy formulation;
- Organising and managing working group/task completion group discussions, advising on strategic/operational policy proposals;
- Maintaining programme and project documentation where appropriate, ensuring work is undertaken to time and on budget;

- Managing external consultancy support where required (e.g. legal advice, research);
- Drafting key policy documents (including consultation papers, analysis of responses and preparation/presentation of Committee/Board papers with appropriate recommendations and/or applications to the LSB for approval);
- Considering the impacts of policy changes on other areas (e.g. training requirements, enforcement policy, monitoring and supervision), co-ordinating discussions with other BSB teams or external stakeholders;
- Responding to queries about the BSB Handbook;
- Providing planning and project management expertise where required in the Policy and Research Team, including allocation of tasks to other members of the team, including the Policy Officer;
- Delivering training where required on the BSB Handbook and associated policy changes, drafting guidance documents and communications plans;
- Managing equality impact assessments for policy developments and associated organisational change;
- Assisting the Policy Manager as required with the progression of policy and project work in the department; and
- Carrying out other duties as may be required from time to time by the Policy Manager, Head of Policy and Research or Director of Strategy and Policy.

Person Specification		
	Essential	Desirable
Qualifications	Degree or equivalent	Post-graduate qualification in law, public policy or economics
Knowledge and Experience	Understanding of the legal services or technology environments and interest in issues relating to professional practice, risk and regulation Well-developed strategic thinking and analytical skills, including the ability to source and interpret complex data Policy development, implementation and evaluation experience from other regulators, regulated sectors, government or consultancies Excellent oral and written communication skills, capable of drafting a range of materials for a	Previous experience in regulation of professionals, entities/firms, organisations or other professional bodies PRINCE2 project management methodology Understanding of and experience with developing codes of conduct and/or rules in relation to professional standards Understanding of Equality and Diversity requirements including impact assessment

	variety of audiences including consultation papers, reports, Board/ Committee papers, briefings and articles as well as public speaking and presentation skills Attention to detail with strong project and time management skills and able to work to tight deadlines Systems and IT literate (Microsoft Office – Word & Outlook)	
Personal Attributes/behaviours	Personal credibility with senior stakeholders Excellent interpersonal skills, able to interact effectively at all levels, both internally and externally Self motivated, resilient and assertive Able to articulate and present complex information clearly and persuasively Can work independently and as part of a team Able to adapt to differing priorities and demands and anticipate needs	Can demonstrate commitment to delivering high quality information to the satisfaction of senior management and internal/external stakeholders Matrix management team working

Measures of Success

- Policy work is carried out in accordance with the policy development framework and meets the required standards;
- Research is used effectively to ensure evidence-based decision making;
- High quality written work is produced for a variety of audiences;
- Policy work is delivered in accordance with project plans and in line with best practice in project management;
- Programme and Project Boards and other forums are briefed/updated in an appropriate and timely manner;
- Colleagues are informed and trained in policy matters;
- Positive internal colleague feedback; and
- Effective relationships are built with key stakeholders internally and relevant external bodies and organisations.