



The Bar Tribunals & Adjudication Service

BTAS Administrator

Salary range £25,000 to £26,500 plus benefits

This role is a pure administration and coordination position which would be ideal for someone who already has experience of administering and supporting organisation development and service improvement, preferably within the legal services sector.

The Bar Tribunals and Adjudication Service (BTAS) is responsible for the appointment and administration of disciplinary tribunals for barristers facing professional misconduct charges. Additionally BTAS is also responsible for the appointment and administration of formal panels which consider student cases and admission issues on behalf of the Inns of Court.

You will work closely with the Registrar, and the four Inns of Court and the Bar Standards Board, all of whom refer cases for hearings to BTAS. You will be responsible for the administrative support of the BTAS policies, schemes and performance indicators, organising training, and drafting or updating of professional information provided to our Disciplinary Tribunal and Inns' Conduct Committee members to ensure the effective running of our tribunals and committees. Key components of this varied role will be the arranging of the appraisal schedule and coordination of training at an individual or full panellist pool level; supporting the Registrar and liaising with the Inns of Court and Bar-related groups.

A university degree or equivalent is essential, as is proven experience of exceptional administration within a changing environment. With a background in organisational development and/or service improvement, you will be intellectually able with excellent writing skills and the ability to analyse complex information as well as to communicate ideas clearly and fluently. You will be a natural collaborator with well-developed interpersonal skills who is comfortable in the company of very senior professionals. As an IT-literate multi-tasker, you will be capable of working independently to prioritise requirements and juggle an ever-changing workload.

You will enjoy 25 days holiday plus bank holidays. Other benefits will be confirmed in due course when the probationary period of six months is completed.

To apply, please send a letter with your CV explaining how you meet the essential criteria of the person specification, what you would bring to the role, and why it is a natural next career step for you, to recruitment@middletemple.org.uk.

BTAS values equality and diversity and is committed to ensuring its processes and procedures are fair, transparent and free from unlawful discrimination. To ensure we are treating candidates fairly, we monitor all stages of the appointment process. We therefore ask that you complete the Equality & Diversity monitoring form and submit this with your application.

The closing date for applications is 31 January 2014.



The Bar Tribunals & Adjudication Service

JOB DESCRIPTION

Position title: BTAS Administrator

Reporting to: Registrar

Tenure: Permanent

Key Objectives: To fully administrate BTAS policy services, schemes and key performance indicators; draft or commission professional information and training; as well as provide general office management assistance. This is a key position requiring exceptional attention to detail and to deliver work to the highest standards within an environment where there is no margin for error.

Hours: Full time, 35 hours per week with some flexibility required due to BTAS operations which may occasionally run until 7pm.

Salary Range: circa £25,000 to £26,500

Location: Tribunal Suite, 9 Gray's Inn Square

About us

The four Inns of Court meet together with the Bar Council and the Bar Standards Board (which regulates barristers called to the Bar in the public interest) in what is currently called the Council of the Inns of Court (COIC).

COIC is currently preparing to become an incorporated body in its own right. It is highly likely that this new entity will have charitable status.

COIC comprises of two main services, the Bar Tribunals and Adjudication Service and the Advocacy Training Council. The organisation is led by James Wakefield, the Director.

Bar Tribunals & Adjudication Service

On behalf of the President of the Council of the Inns of Court (COIC), the Bar Tribunal and Adjudication Service (BTAS) is responsible for appointing and administering:

- Disciplinary Tribunals for barristers facing charges of professional misconduct under BSB Handbook Part 5B Enforcement Regulations; The Disciplinary Tribunal Regulations;
- Panels appointed under the Interim Suspension Rules of the BSB Handbook Part 5D Enforcement Regulations; The Interim Suspension and Disqualification Regulations;
- Panels appointed under the Fitness to Practice Rules of the BSB Handbook Part 5E Enforcement Regulations; The Fitness to Practise Regulations.
- Panels appointed under the Inns' Conduct Committee (ICC) Rules appointed to consider admission and disciplinary cases brought by the Inns of Court against student members or applicants for admission to an Inn of Court.

BTAS enjoys purpose-built accommodation within the curtilage of Grays Inn, having two tribunal rooms and three meeting / committee rooms. The services we administer require a small team of three, overseen by the Registrar.

Key operational relationships include:

BTAS administrative team

Disciplinary Tribunal and Inns' Conduct Committee members

Judicial Service Circuits for Disciplinary Tribunal chairs

Chair Disciplinary Tribunal Service

Chair Inns' Conduct Committee

Tribunal Appointments Body (TAB) members

Strategic Advisory Board (SAB) members

Key external relationships:

The four Inns of Court education and general administrative teams

Bar Standards Board (as the regulator)

Bar Standards Board (in delivering against the Service Agreement between COIC and the BSB)

Main duties:

1. Full administration, organisation and co-ordination of activities required by the BTAS policies for the Disciplinary Tribunal and Inns' Conduct Committee members and clerks (approximately 120 in total). Where necessary, liaising with the other BTAS administrators to co-ordinate participative activities to coincide with members' attendance for hearing panels.
2. Working with the Registrar and liaising with the TAB and SAB to agree training and/or additional service support at an individual or panelist pool-wide level.
3. Monitor service outcomes against the KPIs and other requirements placed upon COIC by the Service Agreement held with the BSB.
4. Draft or commission relevant and necessary professional information and updates via Newsletters and Guidance to meet the Disciplinary Tribunal and Inns' Conduct Committee needs.
5. Advising barristers, students and other stakeholders of the BTAS processes and procedures as and when required.
6. Accurate database updates, and general data interrogation for reporting against key performance indicators.
7. General office administration, including filing, basic book-keeping such as invoice logging and maintenance of some financial records.
8. Participate in other COIC projects as the opportunity arises in the future of COIC projects beyond the distinct boundaries of BTAS.
9. Undertaking any other duties that may be required by the Registrar from time to time.

Person specification: Administrator, BTAS

	Essential	Desirable
Qualifications	University level degree or experiential equivalent.	Law degree
Background/experience	<p>The post-holder will have a proven track-record of administering and supporting organisational development and service improvement in a small to medium-sized organisation.</p> <p>Proven experience of drafting papers, newsletters and other formats of information.</p> <p>The post-holder must have experience of working within a challenging and complex regulatory environment and understand the flexibilities or rapid prioritisation this environment can sometimes require.</p>	<p>Previous experience of piloting or rolling out services or schemes against policy initiatives.</p> <p>Publication of papers or articles at an organisational and a wider public level.</p> <p>Previous experience of working as a legal administrator.</p>
Skills & Knowledge	<p>Skilled in communicating, and, in particular, able to write clearly, fluently, concisely and accurately using plain English.</p> <p>IT literate with demonstrable experience of using databases, Microsoft Office (Word, Outlook, Excel) and other computerised systems.</p> <p>A multitasker, able to work independently to prioritise requirements and juggle an ever-changing workload without supervision.</p>	<p>Previous experience of working within discrete projects & utilising all project office disciplines.</p>

	<p>The post-holder will have excellent general administration and office management skills.</p> <p>The post-holder must be able to understand the legislative framework and decision-making environment BTAS must operate within, and be able to articulate this to both the users of the BTAS services and the general public.</p>	
<p>Personal qualities</p>	<p>Methodical and highly organised.</p> <p>Motivated, able to work independently and use own initiative.</p> <p>Calm under pressure, resilient, flexible and adaptable.</p> <p>Collaborative, cooperative and able to make and sustain positive relationships with colleagues and stakeholders.</p> <p>Committed to equality and diversity matters.</p> <p>Possess good judgment, discretion, diplomacy and tact with the ability to negotiate and convince.</p> <p>Comfortable dealing with very senior and distinguished individuals, and able to represent the organisation professionally both internally and externally.</p>	



The Bar Tribunals and Adjudication Service

Equality and Diversity Monitoring

Preamble

The Bar Tribunals and Adjudication Service “BTAS” is committed to promoting equality, diversity and inclusion in carrying out its functions. It is recognised that in promoting and safeguarding the highest standards, BTAS has both moral and legal duties in respect of equality and diversity practice.

BTAS is committed to ensuring that no individual with whom it deals in the course of providing services suffers discrimination, harassment and victimisation on the grounds of a protected characteristic, namely:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Sex
- Sexual orientation
- Religion or belief
- Marriage and civil partnership

We oppose all forms of unlawful and unfair discrimination.

Our commitment:

- To create an environment in which individual differences and the contributions of all are recognised and valued.
- We will continually review all our practices and procedures to ensure fairness.

Any information given is optional and at *your* sole discretion. Information volunteered will be treated as being classified and sensitive personal data under the Data Protection Act 1998. For information on how BTAS handle personal data please see BTAS Information and Security Policy.

Name:

Signature:

Date:

EQUALITY & DIVERSITY MONITORING FORM

The data collected will be kept for monitoring purposes.

1) Which of the following best describes your ethnic origin? Please tick one box only.			
Opt out <input type="checkbox"/>			
a) White		b) Mixed	
British		White and Black Caribbean	
Irish		White and Black African	
Any other White background (please specify)		White and Asian	
		Any other mixed background (please specify)	
c) Asian or Asian British		d) Black or Black British	
Indian		Caribbean	
Pakistani		African	
Bangladeshi		Any other Black background (please specify)	
Any other Asian background (please specify)			
e) Chinese or Chinese British		f) Other (please specify)	
Chinese (please specify)			

2) Please indicate whether you are:

Opt out

Male

Female

3) What is your age?

Opt out

18-24

45-59

25-44

60 and over

Do you consider yourself to have a disability?

Opt out

No

Yes

If yes please specify the nature of your disability and any reasonable adjustments you may require.