

# Candidate Brief

Brief for the position of Director of Governance, Policy, and Legal

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# Letter from Chief Executive

Dear Candidate,

## **Appointment of Director of Governance, Policy, and Legal, CILEx Regulation**

I am delighted that you are considering applying for the position of Director of Governance, Policy, and Legal at CILEx Regulation.

CILEx Regulation is the independent regulatory body of the Chartered Institute of Legal Executives (CILEX). We authorise and regulate individual legal professionals and law firms. Our role is to protect consumers' interests, promote high professional standards and encourage a diverse and effective legal profession.

We also oversee the education, qualification, and practice standards of the legal professionals we regulate, working with CILEX to ensure that qualifications are at the right level and appropriate to the work that regulated individuals undertake. CILEX is the professional association representing 20,000 Chartered Legal Executives, paralegals, and legal professionals.

Our aim is to ensure that regulated individuals are fully aware of their obligations to consumers, colleagues, the courts, and the public, and that they maintain proper standards of professional conduct. When necessary, we deal with complaints against regulated individuals and firms and take appropriate disciplinary action to protect the public and uphold the standing of the profession.

The Legal Services Board, our oversight regulator under the Legal Services Act 2007, recently published its annual regulatory performance report and I am pleased to report that in 2021 CILEx Regulation met all 27 regulatory performance outcomes - one of only three regulatory bodies to achieve this. Our latest Staff Survey reported a highly positive staff culture across the organisation, with good and productive working relationships between the Executive and Non-Executive directors.

You would be joining CILEx Regulation at a pivotal time as we embark on our ambitious agenda to deliver forward-looking legal regulation for all. We have recently refreshed our strategy to take account of the rapidly changing legal services environment and an uncertain post-pandemic world.

We are looking for a high calibre individual to join our Executive Team. We offer excellent conditions of employment, with generous pension contributions, holiday entitlement, flexible working arrangements, and training opportunities.

If you share our passion for improving standards, protecting the public and broadening access to legal services based on talent over background and you have the relevant experience, we would very much like to hear from you.

If you would like to arrange an informal chat to discuss the position, please contact my PA, Rebecca Kemish, via email at [rebecca.kemish@cilexregulation.org.uk](mailto:rebecca.kemish@cilexregulation.org.uk)

Yours sincerely,

**Professor Janine Griffiths-Baker, PhD**  
**Interim Chief Executive**

## Background

We are the independent regulator, under the Legal Services Act 2007, of Chartered Legal Executives and other CILEX members, CILEX Authorised Entities, CILEX-ACCA Probate Entities, and non-members with Practice Rights in the legal sector.

We set and maintain standards in legal education, and in the work and services provided by the individuals and firms we regulate, which continues to expand beyond the original sole purpose of legal executives.

Our regulation is proportionate, outcomes focused, and risk based. This allows the people and firms we regulate to take their own approach to delivering legal services in the way they think best, provided that this is in the interests of their clients and the public.

The CILEX Code of Conduct sets out the standards of professional and general behaviour we expect of those we regulate. Our regulated members must comply with the Code of Conduct and while we support them with this, we take enforcement action, if necessary.

## How we fit with other legal regulators

We are one of eight approved legal regulators under the Legal Services Act 2007 who regulate the different types of lawyers\*. The other seven are below:

<b>Regulator</b>	<b>Type of lawyer regulated</b>
<b>Bar Standards Board</b>	Barristers
<b>Council for Licensed Conveyancers</b>	Conveyancing and probate lawyers and firms
<b>Cost Lawyer Standards Board</b>	Costs Lawyers
<b>Intellectual Property Regulation Board</b>	Patent Attorneys, Patent Agents and Registered Trademark Attorneys
<b>Master of the Faculties</b>	Notaries
<b>Solicitors Regulation Authority</b>	Solicitors and firms
<b>Institute for Chartered Accountants in England and Wales</b>	Accountants licenced to provide probate legal service

The [Legal Services Board](#) is responsible for overseeing the work of these legal regulators.

\* The Association of Chartered Certified Accountants was formerly the approved regulator of Accountants licenced to provide probate legal services and will be de-designated by the LSB in 2022. CILEx Regulation will take over regulation of ACCA probate individuals and firms

## How we fit with CILEX

We are the independent regulator answerable to the Legal Services Board setting the standards under which legal executives work. The [Chartered Institute of Legal Executives](#) (CILEX) is the professional organisation which represents the individuals that we regulate. While we are separate bodies with separate Boards and accountability, we naturally work closely together.

CILEX stands for the Chartered Institute of Legal Executives, with the Institute Chartered under Royal Warrant. The forerunner of the Chartered Institute dates back to 1892.

CILEX offers a flexible way to develop a legal career, with members being able to work in legal organisations and earning a living whilst at the same time studying to gain legal qualifications. It is far cheaper to qualify via CILEX than through a degree route (£12,000 compared to £45,000). This allows people from different social and economic backgrounds to work in the legal industry. This flexibility is particularly beneficial for those with family or caring commitments.

- 72% of regulated members are women
- 12% identify as Black, Asian, or Minority Ethnic (BAME)
- 85% attended state schools
- 30% are the first generation in their family to attend university
- and only 2% of members have a parent who is a lawyer.

## Our Mission

*“Delivering forward-thinking legal regulation for the benefit of everyone.”*

## Our Strategic Objectives

We have three strategic objectives for 2022-2024:



# Our Values

In 2019, CILEx Regulation staff reviewed and developed the following Values:

## CILEx Regulation Values

Our Values guide everything we do



**Efficient** We keep things simple, timely and cost effective



**Firm** We uphold high standards to protect consumers. We take responsibility for our decisions and have the courage of our convictions



**Fair** We deal with people fairly, considering how what we say and do could be perceived



**Flexible** We're positive, proactive and we look for solutions. We aim to innovate and offer a personal service, not a one-size-fits-all



**Focused** The needs of our regulated community, colleagues and stakeholders guide everything we do

## Our Board

The current Board members can be viewed at <https://cilexregulation.org.uk/board/>

## Executive Management Structure

The current Executive and Senior Management Team roles and portfolios can be viewed at <https://cilexregulation.org.uk/team/>

## Further Information

For more information, please visit our website at: <https://cilexregulation.org.uk/>

## Role Description

Job Title:	<b>Director of Governance, Policy and Legal</b>
Salary:	c. £55,000
Location:	Hybrid working, predominantly remote with requirement to attend offices in Bedfordshire and other meetings as required
Reports to:	Chief Executive, CILEx Regulation
Purpose of Role:	To lead and deliver CILEx Regulation's corporate policy and governance, acting as company secretary to the Board and providing legal advice to the Board and CEO, as required.
Key Accountabilities:	<ul style="list-style-type: none"> <li>○ As an active member of the Executive Team (ET) identify and deliver strategic and regulatory policy and governance priorities.</li> <li>○ Provide written and oral reports as required and contribute to organisation-wide operational and strategic development.</li> <li>○ Liaise with the Legal Services Board and CILEX and represent and represent CILEx Regulation at relevant external meetings.</li> <li>○ In conjunction with the COO, oversee development of regulatory policy and practice, including equality, diversity and inclusion initiatives in the consumer interest</li> <li>○ Act as company secretary and provide company secretarial support to Chief Executive in the form of managing Board arrangements, appraisals, training and self-evaluation, overseeing governance and transparency arrangements, annual reporting/accounts, providing advice on regulatory issues and ensuring compliance with Companies House requirements.</li> <li>○ Maintain, interpret, and apply the company's Articles of Association and internal governance framework.</li> <li>○ Ensure the Board and CEO receive appropriate, high quality and timely papers, information, analysis and advice.</li> <li>○ Ensure effective dissemination of decisions of the Board and Executive.</li> <li>○ Provide legal advice to members of the Board and ET as appropriate.</li> <li>○ Oversee compliance with the oversight regulator's internal governance arrangements and reporting requirements</li> </ul>

	<ul style="list-style-type: none"> <li>○ Co-ordinate and support the recruitment of new non-executive Directors and oversee their induction.</li> <li>○ Organise and oversee the annual appraisal of the Board.</li> <li>○ Support the Director of Operations in the recruitment and appointment of independent panellists, committee members and external advisers and assessors.</li> <li>○ Lead, support and guide managers in carrying out operational functions.</li> <li>○ Oversee relevant budget to ensure cost effective delivery of own Directorate operations</li> <li>○ Ensure GDPR compliance and IGR compliance</li> <li>○ Oversee delivery of the regulatory objectives under the Legal Services Act 2007, including appropriate reporting requirements and ensure effective working relationships with key stakeholders.</li> <li>○ Lead on the arrangements for outsourced suppliers or shared services procurement and contract management</li> <li>○ Support the COO with research planning and delivery</li> <li>○ Oversee business continuity planning</li> </ul>
<b>Qualifications and Experience</b>	
Essential	<ul style="list-style-type: none"> <li>● Educated to degree level or equivalent</li> <li>● Qualified lawyer 5 years PQE</li> <li>● Previous experience of corporate governance or compliance management</li> <li>● Senior management track record including management of staff and operational delivery of functions</li> <li>● Knowledge of UK legal professions and the delivery of legal services</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>● Practical experience either of regulating legal services or as a regulatory lawyer</li> <li>● Experience of working in the consumer and the public interest</li> <li>● Experience gained within a regulatory or professional body</li> </ul>
<b>Knowledge, Skills and Behaviours</b>	
Technical skills:	demonstrates a high level of expertise in the field and applies technical knowledge and skills to resolve complex matters
Communication:	presents complex ideas and recommendations clearly, concisely and persuasively both orally and in writing at all levels, whilst demonstrating adaptable approach to eliciting information
Commercial awareness:	adopts a strategic approach to identify opportunities to generate income, manage cost and contribute to the efficiency and well-being of the company

Organisational skills:	adopts a highly organised and efficient approach to prioritising and handling multiple demands, shifting priorities and change at departmental level
Analytical skills:	analyses complex information to identify underlying problems and generates ideas and persuasive arguments for improvements and delivery of results
Attention to detail:	champions and embeds a culture of technical and factual accuracy and attention to detail
Accountability:	promotes a supportive culture of accountability; accountable for their part of the business and works proactively to take actions beyond immediate remit; works effectively through uncertainty
Collaboration /Relationship Management:	adapts style to build and maintain constructive working relationships with internal and external stakeholders, uses influencing and listening skills and diplomacy as appropriate in pursuit of the long-term needs of the business
Commitment:	demonstrates drive and energy towards delivery of objectives and achievement of business results through continuous improvement and new ideas; committed to development of self and others
Leadership:	motives and inspires teams in pursuit of excellence, leading by example
Resilience:	persistent in pursuit of organisational goals despite obstacles, whilst remaining calm and composed under pressure

## Application & Selection Process

To apply, please supply an up-to-date CV & covering letter to [rebecca.kemish@cilexregulation.org.uk](mailto:rebecca.kemish@cilexregulation.org.uk). Your CV should include education and professional qualifications and full employment history. Your covering letter should explain how you meet the criteria for the role, with specific examples (max. 3 pages).

Applications close at **23:59 on 17 February 2022**

Final interview to be held via MS Teams: **8 March 2022 (with an opportunity to have informal virtual meetings with the team w/c 28 February)**

Further Information

If you have any questions in relation to the role please contact Rebecca Kemish, PA to the Chief Executive: [rebecca.kemish@cilexregulation.org.uk](mailto:rebecca.kemish@cilexregulation.org.uk)