

Legally qualified chair and disciplinary officer – Building Safety Regulator disciplinary panel

Overview

The Building Safety Act 2022 (the Act) established the [Building Safety Regulator](#) (BSR) in England.

Part of BSRs statutory functions is to establish, maintain and regulate a register of building inspectors, and a register of building control approvers. BSR has set out the standards of professional conduct and practice expected of a Registered Building Inspector (RBI) in a [code of conduct](#) and set out the standards of professional conduct and practice expected of a Registered Building Control Approver (RBCA) in the [professional conduct rules](#).

The disciplinary and sanctions procedure sets out the process that will be followed where it is suspected that an RBI is guilty of professional misconduct, or an RBCA has contravened the professional conduct rules and determine whether a disciplinary sanction is appropriate and what level it should be.

About the opportunity

To assist BSR in discharging its statutory functions, BSR is seeking to appoint Legally qualified chairs to its disciplinary panels. Disciplinary panels will be comprised of a legally qualified chair, a lay person and an RBI. If you are a qualified solicitor or barrister with experience in chairing tribunals or conduct committees, have an understanding of professional regulation and are able to work with a range of stakeholders ensuring proceedings are fair, efficient and effective, please apply.

As a legally qualified chair, you will also undertake the role of a disciplinary officer as specified within our [disciplinary and sanctions procedure](#).

BSR welcomes applications from diverse backgrounds and will look to promote equal opportunities wherever possible.

Legally Qualified Chair members of the BSR Disciplinary Panel will:

- chair disciplinary meetings and hearings
- ensure before proceedings commence that all those involved have the correct information (either on the papers, or at a hearing)
- at hearings, ensure that all parties understand the process, and that the proceedings are conducted fairly and in accordance with the disciplinary and sanctions procedure

- provide legal advice to the panel, and where appropriate share that legal advice with the parties involved
- ensure that all those appearing before the disciplinary panel engage with the process as effectively as possible, and that cultural and other extraneous factors are taken into consideration
- participate in meetings with other panel members, demonstrating clarity, incisiveness, tact, discretion, and common sense.
- ensure all views are heard and taken into consideration.
- support other panel members to understand the issues under consideration, weighing all the evidence appropriately to reach decisions that are fair, accurate and legally sound.
- draft written decisions, including any disciplinary orders
- decisions of the disciplinary officer and a disciplinary panel are appealable. in the event of an appeal, the appointed disciplinary officer or disciplinary panel in the case may be asked to assist
- participate in any training programme to improve effectiveness – both individually and collectively
- participate in any feedback process aimed at improving the disciplinary panel's work.
- abide by the BSR and any additional panel specific confidentiality and conflicts of interest policies.
- demonstrate a commitment to the [Seven Principles of Public Life \(the 'Nolan principles'\)](#)
- ensure accurate records are kept on the time taken on work related to the process

Disciplinary officers of the BSR disciplinary panel will:

- assess alleged misconduct cases on the papers in line with the steps outlined in the disciplinary and sanctions procedure
- draft reports and written decisions, including any disciplinary orders
- refer matters to a disciplinary panel where it is deemed that the matter is serious or complex, or, having considered any relevant representations, requiring a panel hearing in the interests of justice
- participate in any training programme to improve effectiveness – both individually and collectively
- participate in any feedback process aimed at improving the disciplinary officer work
- abide by BSR confidentiality and conflicts of interest policies
- demonstrate a commitment to the [Seven Principles of Public Life \(the 'Nolan principles'\)](#)
- ensure accurate records are kept on the time taken on work related to the process

Legally qualified chair and disciplinary officer requirements

Essential criteria and experience

- Authorised to practise as a solicitor or barrister in England and Wales.
- A strong understanding of the purpose of professional regulation and disciplinary investigations in the public interest.

- Experience of chairing tribunals, conduct committee proceedings or similar.
- Experience of assimilating large amounts of evidence into concise, accurate and accessible written decisions.
- Experience of working with a number of stakeholders in committee settings to ensure that proceedings are fair, efficient and effective with clear outcomes that are understood by all.
- Experience of good governance, equality, diversity and inclusion and upholding the recognised Seven Principles of Public Life.
- You understand the need for public protection to be at the forefront of decision making.
- You have good communication skills and relate well to others.
- You possess the necessary collaborative skills to work as part of a team with a diverse range of viewpoints.
- You are able to engage with detail and assimilate it accurately and quickly to identify essential issues.
- You can provide clear, impartial and evidence-based input.
- You behave in a fair, balanced and non-discriminatory manner. which recognises difference and diversity.
- You are able to follow procedural frameworks.
- You have proven leadership skills.
- You have sufficient IT resources and skills to consider papers and attend remote meetings where required.

Please note a Legally qualified chair member and disciplinary officer cannot be registered as an RBCA or an RBI.

Desirable experience

- Experience of working in the construction/built environment sector.

Eligibility requirements

Please review the full BSR disqualification criteria before applying. The grounds for disqualification from appointment to these roles can be found in the [disqualification criteria](#).

Time commitment and remuneration

Time commitment

Up to 10 days per year depending on the operational requirements and number of cases. This is not a guaranteed minimum commitment and the number of days offered may vary year to year (a combination of virtual and in-person). The duration of a meeting or hearing day, or days, will depend on the complexity of the case before the Disciplinary Panel.

Term of Engagement

Four-year term, with the possibility of reappointment for a further four years.

Remuneration

£550 per day, subject to terms and conditions of appointment. Payments will be subject to deductions for Income Tax and National Insurance, as applicable. Any remuneration is not pensionable. The full terms and conditions, including any applicable entitlements, are currently under review and will be confirmed prior to appointment.

Reasonable travel and subsistence expenses necessarily incurred in undertaking the role will be reimbursed in accordance with BSR's travel policy.

Join the BSR disciplinary panel

If you are interested in joining the BSR Disciplinary Panel you need to apply by 11:59pm on Sunday 15th November.

You will be required to:

1. Submit a tailored CV setting out how you meet the essential criteria and experience.
2. Write a 500-word (max) statement of suitability demonstrating how you meet the essential person requirements. Please also include information if you are able to meet the desirable experience (up to an additional 300-word max).

To have the best chance of success, please specifically tailor your CV and statement of suitability to evidence the essential criteria and experience and essential person requirements set out above.

Selection can only use the evidence provided in your documents. We cannot infer skills or experience that is not specifically highlighted in your submission. For the statement of suitability candidates will be expected to give examples and demonstrate how they meet the essential criteria, experience and person requirements, and not just list what they have done.

As part of your application, we also ask you to declare any conflicts of interest you may have. This may be financial or other personal interests that may, or may be perceived to, influence your performance on the disciplinary panel.

Where applications cannot be made via the online method, you can submit your application via post to:

BSR Disciplinary Panel Application - LQC
Canary Wharf

10 South Colonnade
Canary Wharf
London
E14 4PU

Applications by post must be received by 11:59pm on Sunday 15th November. Any applications that arrive after this date will not be accepted.

Artificial intelligence

Artificial intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Applications containing unedited template or AI-generated content, including placeholders, drafting instructions or text that is clearly irrelevant to the application, will not be progressed. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn and internal candidates may be subject to disciplinary action. Please see our [candidate guidance](#) for more information on appropriate and inappropriate use.

Sift Information

The sift will take place throughout the duration of the live advert. BSR reserve the right to close the advert early if suitable candidates are shortlisted prior to the advert end date.

Interview Information

Interviews will take place early to mid-December depending on panel availability when you will be assessed against the behaviours detailed within the job advert.

Sponsorship

This role is not open to application from those who will require sponsorship under the points-based system. Should you apply for this role and require sponsorship your application will be rejected, and any provisional offers of employment will be withdrawn.

Further information

BSR reserve the right to conduct additional checks, including Google and social media checks, when recruiting candidates into a role within BSR. These checks will be carried

out in line with the Civil Service Commission Principles and, if used all candidates will be subject to these additional checks.

Disability Confidence Scheme

BSR is proud to be a part of the Disability Confidence Scheme (DCS). As a Disability Confident employer, we positively welcome applications from disabled people. We are committed to making workplace adjustments to ensure anyone can participate in the recruitment and selection process.

If, during the application or interview process, you require any assistance due to a disability or a medical condition, please contact us at the email address below to discuss how we can support you. For example, if you have a disability, and you need an application form in an alternative format or you would like to know more about our recruitment process, please contact: BSR-PFP@buildingsafety.gov.uk.

If successful in securing your role, BSR can provide suitable workplace adjustments to support you throughout your career with BSR.

Security

Successful candidates must undergo a basic (or equivalent) criminal record check.

People working with government assets must complete [baseline personnel security standard](#) checks.