



Interim Chief
Executive

Welcome

Dear Candidate,

Appointment of Interim Chief Executive, CILEx Regulation

I am delighted that you are considering applying to become the Interim Chief Executive of CILEx Regulation. Our current Chief Executive, Carilyn Burman, is going on maternity leave late August for a period of 12 months and we require strategic leadership throughout this period as we design and launch our new strategy and look to a post pandemic future. I am taking up the role as Chair from September of this year, and I look forward to working with you as Chief Executive as we navigate the next 12-month period.

CILEx Regulation is the independent regulatory body of the Chartered Institute of Legal Executives. 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 are the third largest regulator in the legal services industry, and we work closely with all the other regulators within this space as well as the Legal Services Board.

We are a small, highly skilled team of 22 staff, supported by a wider network of panellists and subject matter experts. The 2021 Staff Survey reported a highly positive staff culture which is a great tribute to the skill and dedication of our staff and strong executive leadership, especially as we emerge from a pandemic and continue to work virtually for most part.

This is an exciting time for CILEx Regulation, and the Chief Executive will be required to work closely with the Board as we develop and deliver our new strategy which will launch in 2022. We will continue to focus on promoting the consumer interest, ensuring professional standards, and promoting the diversity and inclusion of the profession. We will also be considering options for manageable growth, increasing our networking and forming more mutually beneficial partnerships within the legal regulatory space.

Whatever your background you will be excited about leading and developing our next five-year strategy and taking us on this journey. We are looking for a high calibre individual to be our Interim CEO who will continue to lead our high performing team; we are committed to building a truly diverse workforce and if you share our commitment to this, bring the skills and leadership qualities we require, we look forward to hearing from you.

Yours sincerely

Jonathan Rees
Chair Designate



About Us

We are the independent regulator, under the Legal Services Act 2007, of Chartered Legal Executives and other CILEx members, CILEx Authorised 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.

We have the CILEx Code of Conduct which 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.

CILEx Regulation is based in Bedfordshire with most staff at present working remotely due to Covid-19. Once restrictions are lifted further it is expected that staff will begin to meet face to face using our hot desk office space and meeting rooms at Wrest Park, Silsoe.

How we fit with other legal regulators

We are one of nine legal regulators under the Legal Services Act 2007 who regulate the different types of lawyers shown below.

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

The Legal Services Board is responsible for watching over the work of these legal regulators.

How we fit with CILEx

The Chartered Institute of Legal Executives (CILEx) is the professional organisation which represents the individuals that we regulate.

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 into, and to develop, a legal career. People can work in legal organisations and earn a living while 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.

- 78% 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 values

Our values guide everything we do.



Efficient



Firm



Fair



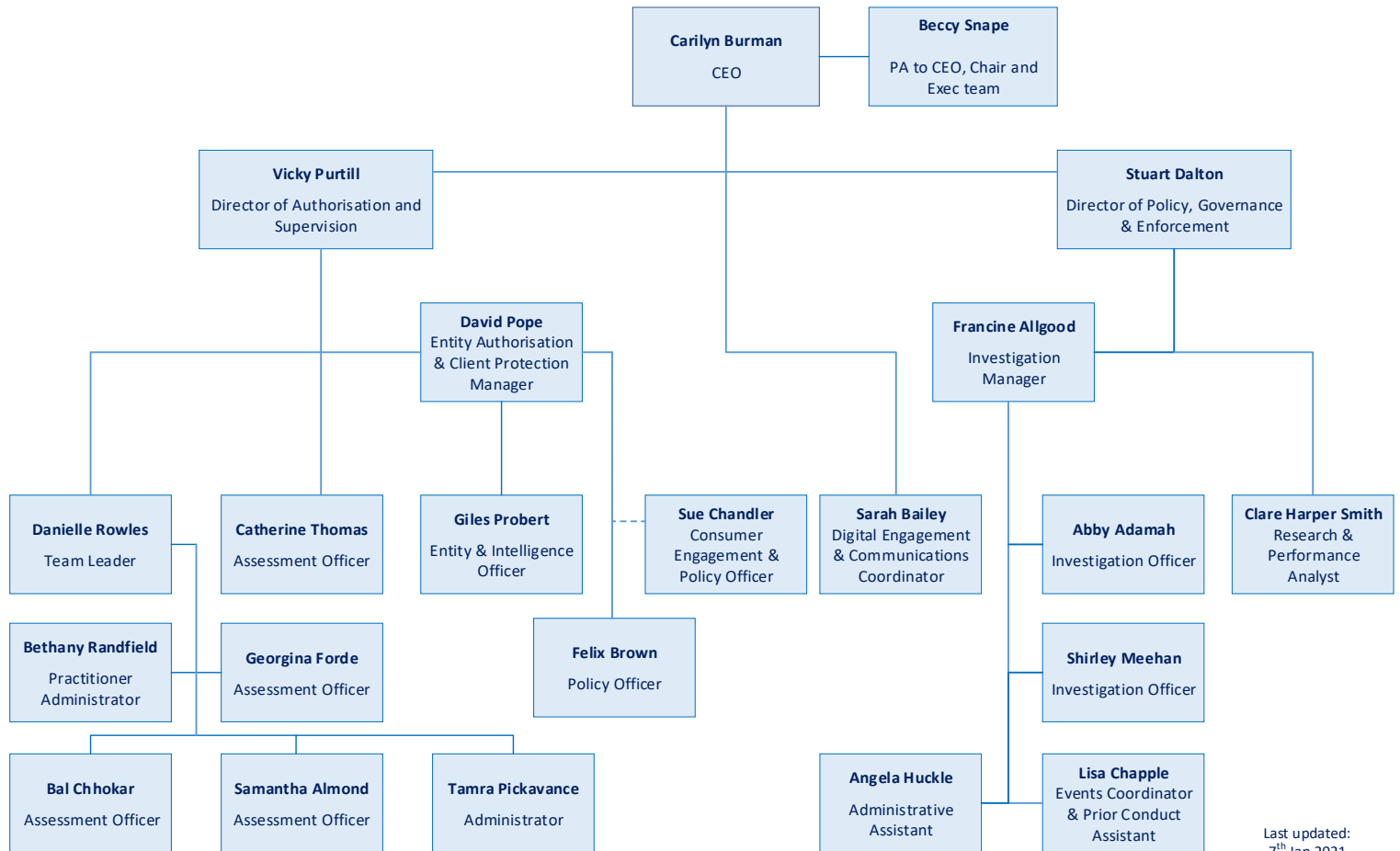
Flexible



Focused

Structure, Governance and Strategy

The Team



Last updated:
7th Jan 2021

Our Board

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

Executive Management Structure

The current executive management roles and portfolios can be viewed at <https://cilexregulation.org.uk/team/>

Our Strategy

OUR MISSION:

*Delivering **foward-thinking legal regulation** for the benefit of everyone*

STRATEGY 2019-21

Protecting consumers and improving consumer experience by:

- Ensuring that the legal service providers we regulate are clear and honest in the way that they work with clients
- Understanding consumer needs and focusing our decision-making on the consumer
- Creating a corporate website which helps consumers to access justice
- Working with other regulators to build the Legal Choices website

Strengthening diversity within the legal profession and accessibility to legal services by:

- Identifying ways to enhance a diverse workforce whilst achieving high standards
- Identifying opportunities to support and increase diversity within the legal profession
- Delivering ABS licensing to the market
- Providing supportive, safe and proportionate regulation



Promoting high standards by:

- Reviewing legal education standards
- Supporting new technologies for legal services
- Using a risk-based approach to investigation to ensure regulator resources are used most effectively to uphold standards
- Dealing with conduct complaints and enforcement fairly and promptly

Find Us: CILEx Regulation, Manor Drive, Kempston, Bedford, Bedfordshire
Get in touch **t:** 01234 845770 **e:** info@cilexregulation.org.uk **DX:** 124780 Kempston 2



Our Finances

Our Annual reports and annual statement of costs can be found at: <https://cilexregulation.org.uk/annual-reports/>

Further Information

For more information please visit our websites at:

<https://cilexregulation.org.uk/>

www.regulationmatters.uk

Job Description & Person Specification

Title	Chief Executive
Reporting to	Chair of CILEx Regulation Limited
Purpose of Role	<p>To work with the Chair and the Board to develop and implement organisational strategy, determining areas of growth, policy development and regulatory improvement and delivering them through an organisational culture of continuous improvement and transparency</p> <p>To provide the strategic and operational leadership to achieve effective delivery of our regulatory responsibilities</p>
Key Areas of Responsibility	<ul style="list-style-type: none">• To lead, manage and inspire the small staff team to enable them to deliver the highest standards of performance• To promote diversity and inclusion, leading on organisational development, wellbeing and people strategies• To work effectively with the professional body, ensuring that appropriate professional relationships and regulatory independence are maintained, while promoting a collaborative relationship• To maintain and grow CILEx Regulation's profile and standing among a range of key stakeholders• To lead on ensuring transparency and accountability and living up to CILEx Regulation's values• To undertake any other duties considered by the Board to be appropriate to the role of Chief Executive
Essential Qualifications and Experience	<ul style="list-style-type: none">• Educated to degree level or equivalent• Demonstrable ability to think strategically, combined with an ability to assimilate complex detail• Significant senior leadership experience, gained at Director level or above in a complex governance environment• Experience of working with a Board and a commitment to delivering Board strategy and operational effectiveness• Clear understanding of the principles of good, risk-based regulation, gained in a regulator or regulated organisation• Extensive experience of managing relationships with a diverse range of external stakeholders• Substantial experience of sensitive and inclusive leadership and motivation and development of diverse teams• Experience of leading and embedding change and performance improvement, including IT developments.• A track record of effective business planning and financial and people management
Desirable	<ul style="list-style-type: none">• Knowledge/experience of professional regulation and a familiarity with legal services• Knowledge of emerging technologies and their application in the workplace

Competencies

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 verbally 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 generate 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, using 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	motivates and inspires teams in pursuit of excellence, leading by example, sharing the vision, influencing for results
Resilience	persistent in pursuit of organisational goals despite obstacles, whilst remaining calm and composed under pressure



Benefits and How to apply

Salary: circa £94,500

Pension: employer 8%, employee 3%

Annual leave: 25 days

Private medical cover through Aviva

Medicash health cash plan

We hope you will consider making an application. If having read through the candidate brief you have any questions about the appointment, please contact catherine.kift@starfishsearch.com

To make an application, please go to <https://starfishsearch.com/jobs/cilexregulation-ceo/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right for you.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date Friday 2nd July 2021

Agreement of the shortlist w/c 12th July 2021

Shortlisted candidate calls with Directors w/c 19th July 2021

Final panel interviews w/c 26th July 2021

