



Costs Lawyer Standards Board Director of Policy

The Costs Lawyer Standards Board (CLSB) regulates Costs Lawyers in England and Wales under the framework of the Legal Services Act 2007. Costs Lawyers are experts on the subject of legal costs, providing specialist advice in a niche area of law.

We are now looking for an experienced regulatory policy expert to join our small collaborative team as Director of Policy, working flexibly approximately two days per week.

The role

You will lead the development and implementation of our regulatory policy initiatives over the next 24 months. Working within the parameters of a new mid-term strategy and our [2023 Business Plan](#), there will be considerable scope for you to apply your creativity and curiosity in delivering our policy programme and finding innovative and practical solutions that have real impact.

Reporting to the CEO, you will have day-to-day responsibility for policy outputs, such as improvements to regulatory arrangements and integration of data and research. In 2023, you will also focus on:

- developing interventions to tackle issues identified in our recent [research project](#), funded by the Regulators' Pioneer Fund, looking at the role of Costs Lawyers in the legal services market;
- implementing work programmes to comply with the Legal Services Board's new requirements for regulators in the areas of consumer empowerment and ongoing competence;
- defining the CLSB's policy approach to promoting equality, diversity and inclusion within the Costs Lawyer profession.

You will not manage a team, but you will support (and be supported by) the CEO and the board, and will build close working relationships with external stakeholders. You may also have access to expert consultants and advisers to assist with the delivery of policy initiatives where budget allows.

The role will offer a rare combination of flexibility, autonomy and interest for the right candidate.

Contract duration:	24 months, with the possibility of extension depending on business need
Commitment:	Part-time, approximately 2 days per week, tailored to your preference
Working days:	Flexible, subject to scheduled meetings and urgent business priorities

Remuneration:	Equivalent to a salary of £70,000 per annum, pro-rated depending on the number of days worked
Location:	From home, with some attendance at meetings as required (remote meetings are encouraged where possible)

The person

You will have a unique combination of skills that allows you to see the big picture and think at a strategic level, while also being on top of the detail and delivering high-quality outputs. You will be a high achiever with a sharp mind, who works efficiently and in a targeted way to get the most out of a part-time role.

You will be a highly motivated self-starter who can work independently, but who knows when to seek support and input from others. You will excel at maintaining momentum and engagement while working remotely from a home office.

You will have a deep commitment to promoting the public and consumer interests, with an understanding of the benefits and potential costs of regulation. You might have direct experience in the field of professional standards or professional services regulation, or you might have experience across a range of regulated markets that you could draw from to succeed in the role.

You will be commercial and pragmatic, finding novel ways to generate maximum impact from a limited budget. You will be a champion for our organisational culture, upholding the values of inclusivity, positivity, creativity and respect.

You will be able to demonstrate:

- Extensive experience in regulatory policy development and implementation.
- Experience of operating at a strategic level.
- Experience of dealing constructively with external stakeholders such as government departments, oversight regulators and representative or public interest bodies.
- Excellent communication, analysis and drafting skills.

You might also have particular skills or experience in one of the following areas, although this is not essential:

- Legal services regulation or the legal services sector.
- Education, training and assurance of ongoing competency amongst professionals.
- Promoting equality, diversity and inclusion within a profession.
- Applying general consumer protection principles and legislation to different markets.

Application process

To apply, please send a CV and personal statement by email to Jacqui Connelly at enquiries@clsb.info.

Your personal statement should not exceed two pages. It should explain the reasons for your interest in the role and outline how you meet the person specification. Please note that we will not generally consider applications that are not accompanied by a personal statement.

Once you have sent your application, please complete our [candidate diversity survey](#). We use this survey for monitoring purposes only; your responses are anonymous and will not impact your application in any way.

The closing date for applications is **Sunday 30 April 2023**. We will review applications as they are received and early applications are encouraged. Candidates who are shortlisted will be contacted to arrange an interview via Teams. We do not contact applicants who are not shortlisted.

The CLSB invites applications from people of all ages, experience and backgrounds who feel they could make a positive contribution to our organisation. Please inform us if you require any reasonable adjustments to be made in relation to the application process.