**Vacancy: Deputy Chair of the Appeals Tribunal, the Institute and Faculty of Actuaries (IFoA)**

**TERM: 3-year term, with a possibility of a further 3-year term**

The Chair of the Bar, on behalf of the Bar Council, is looking to recruit a Queen’s Counsel representative for the role of Deputy Chair of the Appeals Tribunal.

**About the IFoA**

The Institute and Faculty of Actuaries (IFoA) is the UK's only chartered professional body dedicated to educating, developing, and regulating actuaries based both in the UK and internationally.

The IFoA regulates and represents over 30,000 members worldwide, overseeing their actuarial education at all stages of qualification and development throughout their careers. We set examinations, continuing professional development, professional codes, and disciplinary standards for our members.

More information about the IFoA can be found here: [**https://www.actuaries.org.uk/about-us**](https://www.actuaries.org.uk/about-us)

**About the Appeal Panel and process**

Members of the IFoA who have received a finding of misconduct against them at a Disciplinary Tribunal Panel can appeal the finding to an Appeal Panel.

Information on the IFoA’s [independent disciplinary process](https://protect-eu.mimecast.com/s/hgLZC76YGuWrRKH8Dahn?domain=actuaries.org.uk) and the annual reports of [the Disciplinary Committee](https://protect-eu.mimecast.com/s/XLlCC8qWJUwmk0H1jHF5?domain=actuaries.org.uk) can be found on our website.

Information about the Appeals Tribunal, see section 2.33 to 2.35 and section 11 of the IFoA’s disciplinary and Capacity for Membership Scheme can be found here: [https://www.actuaries.org.uk/upholding-standards/complaints-and-disciplinary-process/disciplinary-and-capacity-membership-schemes](https://protect-eu.mimecast.com/s/eNKaCj253TyzVLFWsI6i?domain=actuaries.org.uk)

**The role of the Deputy Chair of the Appeals Tribunal**

The Deputy Chair of the Appeals Tribunal is responsible for overseeing the IFoA’s appeals process in accordance with the Rules, which includes:

* Determining whether to grant leave to appeal the determinations of the Disciplinary Tribunal Panel, Interim orders and appeals against refusal of readmission to membership following disciplinary expulsion or exclusion
* Chairing Appeal hearings, which may, at the sole discretion of the Chair, be public hearings
* Drafting relevant determinations

**Knowledge and experience (person specification)**

* Knowledge, skills, and experience of professional regulatory enforcement processes are essential.
* It would be desirable to have an understanding of the range of work which Actuaries are engaged in.
* Experience of chairing judicial, regulatory, or other appeal processes and drafting decisions is particularly desirable.

**Time Commitment**

As required depending on the number of cases per year. Case volume is generally low and variable. The role will commence on or around 1 January 2022.

**Remuneration**

This office holder role is remunerated and attracts a day rate of £600 per day. Any expenses incurred in the role are recoverable from the Institute and Faculty of Actuaries in line with IFoA policies. Unless specified by the IFoA during the course of your appointment, there is no specific training provided. Time taken to view any support, materials or tools that may be provided is not subject to remuneration.

**Selection Criteria**

In addition to the person specification above, applicants for the position should be a QC with a good working knowledge of disciplinary matters. The Bar Council in particular welcomes applications from those from a diverse background. However, all applications will be considered.

Applications will be presented to the General Management Committee of the Bar Council who are responsible for selecting the successful candidate based on merit. The Bar Council is committed to ensuring fairness, transparency and openness in its recruitment processes. In addition, consideration is given to matters of equality and diversity.

**How to apply**

Applicants should send a copy of their CV accompanied by a short, written statement stating their suitability for the role and describing their skills and experience, to:
Amaka Rapu, Committees Governance Officer, arapu@barcouncil.org.uk .

The closing date for applications is **10am** on **Friday 26 November 2021**. **Successful candidates will be notified as soon as possible.**