

INDEPENDENT HEAD OF JUDICIARY

Title	Independent Head of Judiciary
Location	United Kingdom (Mostly remote/virtual, some in-person activity)
Duration	Three-year term, renewable, subject to a maximum tenure of nine years
Remuneration	Voluntary role – There is no remuneration but expenses, where applicable, will be paid in line with BUCS' Volunteer Expenses Policy

MAIN PURPOSE

The Independent Head of Judiciary is the senior member of BUCS's Judiciary. They will oversee the recruitment and appointment of Chairs (independent) and Panel Members (students and sabbatical officers) to the standing panel of the BUCS Judiciary, chair cases and support the BUCS Governance and Compliance Team with allocating panels to hear disciplinary and regulatory matters at first instance and on appeal.

The appointment will be for a fixed period of three years' tenure and will be subject to the terms of a written agreement. The three-year term may also be renewed, subject to a maximum tenure of nine years.

MAIN DUTIES AND RESPONSIBILITIES

The Independent Head of Judiciary will be primarily responsible for safeguarding the reputation of BUCS, its competitions, and its members, through clear, consistent, and fair decision making by disciplinary, appeal and other panels.

The Independent Head of Judiciary is specifically responsible for:

Management of hearing processes

- Ensuring that the BUCS Governance and Compliance Team and BUCS Judiciary process and hear cases in a fair and expeditious manner;
- Supporting the BUCS Governance and Compliance Team with allocating chairs and panel members to hear cases as required;
- Issuing practice directions, sanctions guidance, interpretation of regulations, and other analogous matters relating to BUCS disciplinary processes and procedures as required;

Training and development of the BUCS Judiciary

- Supporting the BUCS Governance and Compliance Team with appointing and reviewing the terms of existing members to the standing panel of the BUCS Judiciary;
- Working with the BUCS Governance and Compliance Team to build and maintain a process for mentoring and assessing the performance of and providing feedback to, members of the BUCS Judiciary;

- Supporting the BUCS Governance and Compliance Team with devising and implementing a programme of training for the BUCS Judiciary;
- Chairing/presenting at BUCS disciplinary training sessions when required;
- Attending disciplinary training/feedback sessions with BUCS and its members when required;
- Providing input to BUCS on its disciplinary (and other relevant) regulations, policy and procedures as required; and

Judicial work

- Chairing panels in first instance and appeal cases relating to misconduct and bringing BUCS into disrepute, match appeals, and any other disputes or matters under the BUCS rules and regulations.

The Independent Head of Judiciary will be supported in this role by the BUCS Governance and Compliance Team.

PERSON SPECIFICATION

The skills and attributes outlined in this description are not exhaustive and we welcome candidates who can bring different relevant experiences to the role.

Research shows that some people will refrain from applying for a role if they feel they do not meet 100% of the person specification. BUCS encourages applications from anyone who thinks they meet the key skills and attributes listed below, even if they feel they do not have all of them. We are passionate about identifying the right people to help us develop and thrive.

- Able to demonstrate that no conflict of interest exists for any member institution of BUCS.
- Ability to examine complex disciplinary issues with consistency, fairness, and independence.
- Able to be available throughout the BUCS season and at short notice to hear or attend cases which are likely to be time bound.
- Committed to driving forward inclusion in your role and day-to-day behaviours.
- Experience in (judicial) leadership (either in a professional or sporting capacity).
- Experience working within the legal sector or regulatory/governing body and/or understanding of the Equality Act 2010.
- Experience and/or knowledge of BUCS competitions and/or Higher Education sport.
- Experience as a member of a Judiciary or equivalent within sport.
- Expertise in sporting disciplinary matters.
- Ability to chair meetings and hearings.
- Excellent stakeholder management skills.
- Understanding of structural barriers related to diverse identities and the importance of acting against discrimination and microaggressions.
- Decisiveness and objectivity.
- Ability to work collaboratively with others.
- Ability to inspire respect and confidence.
- Ability to maintain authority when challenged.
- Ability to work at speed and under pressure.
- Ability to organise time efficiently and produce clear reasoned written judgments expeditiously where required.

- Ability to motivate, support and encourage the development of other members of the BUCS Judiciary.
- Ability to engage positively and build relationships with all colleagues within the BUCS Judiciary, BUCS staff, representatives of BUCS members, and other key stakeholders involved in BUCS competitions.

ADDITIONAL INFORMATION

- The closing date for all applications is Sunday 21 January 2024.
- Interested parties may find it relevant to review BUCS' rules and regulations with particular regard to [REG 5](#) (Misconduct and Bringing BUCS into Disrepute) and [REG 15](#) (Match Appeals).
- Candidates will be notified by email if they are to be invited to interview.
- Interviews will be held via Microsoft Teams or Zoom in late January/early February – date(s) TBC.
- All role holders must maintain an appropriate standard of confidentiality. Any disclosures of confidential information (including personal information kept on computer or other media) made unlawfully outside the proper course of duty will be treated as a serious disciplinary offence.
- The role description, person specification, and role title may be subject to change at the discretion of BUCS. Any changes will be communicated to the role holder as appropriate.
- We want you to have every opportunity to demonstrate your skills, ability, and potential. If there is anything we could do to support you through your application or to provide the best environment for your interviews, including assistance or adjustment, please reach out to discipline@bucs.org.uk.