

INDEPENDENT JUDICIAL PANEL CHAIR

Title	Independent Judicial Panel Chair
Location	Remote (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 BUCS Judiciary consists of an Independent Head of Judiciary, Independent Judicial Panel Chairs, and Panel Members (students and sabbatical officers of BUCS member institutions). Independent Judicial Panel Chairs will be appointed by the Independent Head of Judiciary and/or BUCS Governance and Compliance Team to chair panels hearing 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

Independent Judicial Panel Chairs will be responsible for:

- 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;
- Ensuring that cases they are assigned to are processed and heard in a fair and expeditious manner;
- Working with the BUCS Governance and Compliance Team to mentor and assess the performance of and providing feedback to, Panel Members of the BUCS Judiciary;
- 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.

Independent Judicial Panel Chairs will be supported in this role by the Independent Head of Judiciary and 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 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.