



SRB RECRUITMENT

Candidate Information Pack

Member, Dispute Resolution Appointments Board

September 2024



Background

RICS is seeking to recruit up to eight members of the Dispute Resolution Appointments Board

RICS is the world's leading self-regulating professional body in relation to the setting, upholding, and assuring professional standards associated with land, property, infrastructure, and construction. RICS helps to develop surveying professionals around the world, who are literally shaping the world around us. Our global footprint encompasses all the main financial centres, with a growing presence across Europe, Middle East, and Africa (EMEA), Asia Pacific and North America, complimenting a strong heritage in the UK.

Reporting to Governing Council, the RICS Standards and Regulation Board (the SRB) plays a critical role, being responsible as the independent professional regulator within RICS, leading the development of a consistent, global regulatory strategy and overseeing its operational implementation globally.

The Dispute Resolution Appointments Board ("DRAB") is supported by RICS staff working within the RICS Dispute Resolution Service (DRS) who are responsible for providing conflict avoidance and dispute resolution services throughout the world focused primarily on the built environment sector.

DRAB operates with delegated responsibilities to support the SRB's role within the wider organisation, to ensure that the regulatory function remains independent from member interests and demonstrates a clear commitment to upholding the public interest.

Read more at [rics.org](https://www.rics.org)



RICS Rules

Regulatory
Framework

SRB
Governance

Purpose

Acting under powers delegated to it by the SRB, the role of DRAB is to:

- act as the ultimate decision-maker in the investigation and escalation of complaints raised against dispute resolvers and others appointed by DRS
- monitor and provide DRS with counsel and advice on how best to carry out its work to:
 - Define and maintain the criteria and processes for inclusion on, and exclusion from DRS panels of dispute resolvers and expert witnesses globally,
 - Ensure appointments of dispute resolvers and expert witnesses made by and/or on behalf of RICS are made efficiently and to agreed performance standards.
- monitor complaints against DRS or appointed dispute resolvers; and oversee that the DRS complaints procedures are applied efficiently and appropriately
- support the providing assurance to the profession, public and stakeholders by ensuring that appointed dispute resolvers perform to measurable expectation.

The full purpose is set out in the **DRAB Terms of Reference** (as attached to the vacancy advert).

Accountability and Reporting



The Dispute Resolution Appointments Board reports to the SRB at least annually

The Role

Following appointment of the Chair, RICS is seeking to appoint **up to eight members** to join the Dispute Resolution Appointments Board (DRAB) in accordance with the DRAB Terms of Reference approved by the SRB.

Further detail about the role requirements is set out under 'The Candidate' section. The recruitment process is carried out in accordance with [RICS' Global Appointments Model](#).

Main duties and responsibilities

- **Attend DRAB meetings**, which will occur up to four times a year and will be held on a virtual basis, save for one in-person meeting during the year (in either London or Birmingham, UK).
- **Participate in the work of DRAB** to constructively challenge and raise concerns, ensuring that the right conditions are in place for DRS staff to maintain the integrity and effectiveness of DRS.
- **Conduct DRAB activities between meetings by virtual means**, in collaboration with the Chair and the other DRAB members, as appropriate.
- **Act as a proactive and effective link between DRAB and the SRB**, collaborating on reports for SRB meetings as required.
- **Collaborate with DRS staff** to achieve its operational aims in providing high quality conflict avoidance and resolution services throughout the world.
- **Build and maintain relationships with a variety of stakeholders**, including wider RICS staff carrying out the regulatory function.
- **Proactively contribute to DRAB decision-making processes**, ensuring that full and complete consideration has been given to appropriate options.
- **Foster a culture with DRAB members** to ensure that the purpose of DRAB is achieved and that it is in line with RICS' vision, mission, and values, to inspire stakeholder confidence and trust in RICS and its members.

Commitment to inclusivity

The SRB and its sub-board/committees has benefitted from a diverse membership historically, including a gender balanced composition, individuals from underrepresented ethnic backgrounds and range of geographic locations. We are keen to encourage applications from candidates with diverse backgrounds and experience, and applications are invited globally from RICS professionals and independent candidates.

The Candidate

Person specification against which candidates will be shortlisted

All candidates must bring strong interpersonal skills to the role, regardless of experience, with a diplomatic approach and the ability to build consensus – whilst ensuring a clear understanding of the importance of maintaining the SRB's integrity and independence within the RICS.

For DRAB membership, we are seeking to recruit up to eight members, comprising of:

- **at least two UK based members**, of which one must have a construction background and one must have a commercial background with rent review experience;
- **two independent members**, one with a legal background and one, ideally, with a consumer background;
and ideally, comprising of:
- **up to four members**, either UK or non-UK, with relevant experience.

RICS chartered members (MRICS or FRICS) and independent (non-RICS) member candidates may apply for these roles, however these positions are unremunerated.

To avoid a conflict of interest with the work of DRAB, candidates cannot be in a role which has a direct influence on the making of applications to RICS for the appointment of dispute resolvers or expert witnesses by their organisation. Candidates should note **RICS' Global Conflicts of Interest Policy** (copy available on rics.org) for further guidance around any potential conflicts of interest when applying for RICS governance body roles.

All candidates must be of good standing and should declare any disciplinary history at the outset. Please note that RICS will conduct regulatory history and due diligence checks during the application process (see further information under 'Eligibility questions for applicants').

The successful candidates, upon appointment, may not be eligible for any appointments managed by DRS and must not hold a role on any RICS board or committee, including RICS Governing Council, RICS Board and any sub-committees, SRB Governance Boards and Committees (including the RICS Regulatory Tribunal), World Regional Boards, and Professional Group Panels.

Any questions surrounding the above criteria can be directed to the Regulatory Governance Team who are facilitating this exercise, at srbvacancies@rics.org.

Eligibility criteria

Essential Criteria

Experience gained from working within a professional setting.

Demonstrable experience in building and maintaining relationships with a variety of stakeholders.

An understanding of the challenges and opportunities which exist in the dispute resolution / conflict avoidance sector.

An understanding of the importance of maintaining a robust and proportionate regulatory / disciplinary / quality assurance regime.

Experience in fostering a culture of openness, transparency, and accountability.

Comfortable collaborating with other governance boards.

An understanding of the challenges and opportunities associated with being a global ADR body.

Experience of working in a group or board setting with a collaborative approach, whilst exercising independent and sound judgment.

Demonstrable understanding and commitment to:

- Advancement of alternative dispute resolution
 - Integrity
 - Professionalism
 - Equity, diversity, and inclusivity
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Able to maintain utmost integrity and act impartially.

Disirable Criteria

Experience of being a member of a board/committee involved in the dispute resolution / conflict avoidance sector.

Comfortable collaborating with stakeholders globally.

An understanding of the challenges of a board/committee operating within a wider organisation.

Experience within settings such as market development internationally, and/or complaints and public relations.

Terms of Appointment

Remuneration

This role is not remunerated, and will not amount to employment or worker status, and is not pensionable.

Appointment duration

To ensure appropriate succession and governance continuity, DRAB members will be appointed with the intention of ensuring appropriate 'staggering'. To this end, we will appoint DRAB members on two and three year terms, subject to performance. Re-appointment for a subsequent term (providing total continuous service does not exceed a period of six years) is subject to performance which is evaluated by the Chair of the Dispute Resolution Appointments Board and/or the Chair of the Standards and Regulation Board.

Time commitment

The annual time commitment is anticipated to be approximately 20 hours (excluding travel time). Any preparation / reading time in-between meetings would be very minimal.

Location

The meetings will be held virtually, with provision for one in person meeting of DRAB per annum (for UK based members), in either London or Birmingham, UK.

DRAB meeting dates for 2024 are yet to be fixed, however the successful candidate will be invited to attend an induction meeting upon their appointment.

The Application Process

How to apply

This recruitment exercise is being supported by the RICS Regulatory Governance Team. Completed applications should be sent no later than **17:00 (BST) on Friday 27 September 2024** to srbvacancies@rics.org.

The application should consist of:

- A supporting statement (maximum two pages), which is an opportunity to outline how the requirements within the role description and person specification are met and any additional information that may support your application.
- An up-to-date CV, detailing any relevant professional body membership (i.e., RICS membership or regulated profession membership status and number).
- [Diversity and Inclusivity Monitoring Form](#) – to be completed only on application.

Selection and interview process

➤ Shortlisting of applications

An independent Appointment Panel will carry out a shortlisting exercise, prior to inviting candidates for interview. All applicants will receive an outcome during week commencing 30 September 2024.

➤ Final stage interview

Interviews will take place from week commencing 14 October 2024, via MS Teams video conferencing, with the candidate and the Appointment Panel.

If you have any questions about the recruitment process, please contact the Regulatory Governance Team at srbvacancies@rics.org.

Eligibility questions for applicants

Can I be a member of RICS to apply for this role?

Yes, candidates may or may not be a Member of RICS. You must be a current chartered member of RICS to apply, i.e. MRICS or FRICS. You will be asked to provide your membership number and status when you apply.

Is there an upper age limit?

No.

Can I apply for a role if I currently hold a board or committee position with RICS?

Yes, but you would need to step down from certain positions to take up this role. For further guidance please contact us.

If I have been the subject of an RICS disciplinary process, am I eligible to apply?

To be eligible, you must not have had any disciplinary sanction for breach of RICS' Bye-Laws, Regulations or Rules – this includes any breaches of CPD requirements. RICS membership and regulatory checks will be conducted on all candidates.

Is this a fixed term appointment?

Yes. The successful members will be appointed with a term of up to three years, subject to yearly performance reviews. Re-appointment for a subsequent period of appointment is possible (up to a further three years), subject to successful performance decided upon by the Chair of the Dispute Resolution Appointments Board and approval of the Chair of the SRB (providing total continuous service does not exceed a period of six years).

What will the time commitment be for the appointment?

DRAB shall meet up to four times a year. Additional virtual attendance at catch-up calls and ad-hoc meetings to address any DRAB-related matters may be required. The maximum annual time commitment for this role is 20 hours.

How much travel is involved?

Most meetings are to be held virtually with some in person meetings held at RICS headquarters in Parliament Square London or in Birmingham in the UK, for UK DRAB members only. DRAB will ultimately meet at such places, on dates and times as the Chair of DRAB determines, in accordance with its Terms of Reference.

Will RICS reimburse me for expenses?

Yes, you will be eligible to claim reasonable UK travel expenses in line with the RICS Travel & Expenses Policy.

Who will be on the Appointment Panel?

The Appointment Panel will consist of the Chair of the SRB, together with three panel members (an independent recruitment specialist, an RICS member panelist and an Independent member panelist). The Executive Director of DRS will also attend as an observer but will take no part in the decision-making process.