



REGULATORY TRIBUNAL

Regulatory Tribunal RICS Member

Candidate pack

May 2024



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Current recruitment

RICS is launching this campaign to appoint three or four new Regulatory Tribunal RICS Members to join RICS' Regulatory Tribunal.

The closing date for applications is 17:00 on Friday 31 May 2024.

We invite applications from those who have not held a regulatory decision-maker or panellist role before (as full induction and training will be provided) as well as welcoming those who may already be experienced panellists.

All those appointed will need to act with the utmost integrity. Regulatory Tribunal Members must be able to act impartially but also support the work of the Regulatory Tribunal and panel colleagues, working collaboratively with RICS staff, tribunal chairs and members, and other stakeholders.

With a global membership and with the aim of broadening the demography of Tribunal members and diversity of thought as well as background, RICS particularly encourages applications from candidates based outside the UK, from under-represented groups and more junior members of the profession.

For more general information on RICS' Regulatory Tribunal recruitment, please visit [Regulatory Tribunal](#).

How to apply

We hope you will consider making an application. If you have questions about the appointment or the application process, please contact regulatorytribunalap@rics.org.

The application

The closing date for applications is 17:00 on Friday 31 May 2024.

Please send your application, comprising the following, to regulatorytribunalap@rics.org.

- A supporting statement (maximum two pages), which should include how you meet the essential and/or desirable criteria for the role outlined in the person specification, and any additional information that may support your application.
- A CV which includes your RICS Membership number, and any relevant experience and employments (maximum 2 pages).

In addition, please also provide the following information.

- A completed RICS diversity and inclusivity monitoring form (see [\[Attached Appendix\]](#)).
- Any reasonable adjustments/arrangements you require during the selection process.
- A declaration and details of any disciplinary matters against you.
- Information about any dates and times when you will **not** be available to attend interview or training dates (see [Timetable/key dates](#) below).

Timetable/key dates

Application deadline	17:00 on Friday 31 May 2024
Shortlisting	13 June 2024
Interviews (online)	3-5 July 2024
Training/induction dates	Provisionally September/October 2024

Appointment panel

Appointments are made in line with RICS' Standards and Regulation Board-approved process, and require an appointment panel to comprise:

- The Presiding Chair of the Regulatory Tribunal - Alexandra Marks CBE
- RICS' Regulatory Tribunal Member - Nick Turner FRICS
- An Independent Recruitment Panellist (IRP) - Cindy Butts

The Presiding Chair of the Regulatory Tribunal will chair the panel.

RICS diversity and inclusivity monitoring form

We ask applicants to complete and return a RICS diversity and inclusivity monitoring form as part of their application to allow us to monitor the diversity of candidates at each stage of the recruitment process. This is anonymous and used for statistical purposes only. It will be retained by RICS but will not be made available to the appointment panel.

Reasonable adjustments

We are committed to ensuring that all candidates can participate in the application process fairly. Should you require any reasonable adjustments or arrangements, please include this information in your application. This information will not form part of the selection process, but it may be necessary to inform the appointment panel at certain stages of the selection process.

Outcome and feedback

All applicants will be notified of the outcome of their application at every stage, although feedback (if requested) will only be available for candidates who are interviewed (within six weeks of notification of the outcome). All communication is via email unless otherwise agreed.

Person specification

This section contains the eligibility and essential criteria as well as the person specification for the role.

For their application, candidates should provide a CV as well as a supporting statement that addresses how their experience, background and skills meet the criteria required for the role.

Candidates are required to meet the eligibility and essential criteria and the personal attributes listed, but they do not have to have relevant experience of the desirable criteria.

Applications will be assessed using the information provided by candidates in their applications and at interview.

Eligibility

You must be a Member of RICS (AssocRICS, MRICS or FRICS).

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.

Please declare any actual or potential conflicts of interest were you to be appointed.

Essential criteria

Your application should address each of the following six essential criteria and provide an example from your experience of how you meet the criteria.

1. The ability to analyse complex materials, evaluating facts and arguments, demonstrating clear, logical thinking to weigh evidence, and reaching sound, well-reasoned decisions, forming an objective and independent view.
2. A demonstrable understanding of the role that equity, diversity and inclusion plays within the work of the Regulatory Tribunal.
3. The ability to engage with, relate to and collaborate with a diverse range of people and deal robustly and sensitively when conducting collective decision-making, ensuring collective responsibility for decisions.

4. Excellent communication skills, both verbal and written, which are reflective of open dialogue, inclusion and diplomacy when dealing with conflicting opinions and challenges.
5. A commitment to principles of good regulation as they relate to the profession of RICS members and maintaining the public's confidence in RICS members and RICS as a self-regulating professional body.
6. Evidence of using technology at work (as most hearings are remote, using a video/audio platform and electronic bundles).

Desirable criteria

To the extent (if any) you meet the following desirable criteria, you should address this in your application.

1. Experience of working within a regulatory or professional body environment and understanding its role, purpose and influence.
2. Previous experience of or familiarity with committee, tribunal, assessment, quasi-judicial, regulatory or disciplinary decision-making roles.
3. Experience of or familiarity with decision-making that requires consideration of the public interest and/or public confidence and/or public protection.

Personal attributes

You should also address in your application how you meet the following personal attributes.

- You are values driven, with a strong focus on fairness.
- You have the utmost personal and professional integrity.
- You have a total commitment to maintaining confidentiality.

Further information on the role

Background to RICS

RICS is a globally recognised professional body that sets and enforces leading international standards and protects consumers and businesses by ensuring that the utmost level of professionalism is employed across the built and natural environment. With over 134,000 highly qualified trainees and professionals, and offices in every significant financial market, we are ideally placed to influence policy and embed our standards within local marketplaces in order to protect consumers and businesses.

By working to our standards, professional members and RICS-regulated firms deliver confidence and transparency. RICS ensures these standards are upheld by the profession through our system of independently led self-regulation. Our regulatory model applies globally to all individual members of the profession and all RICS-regulated firms. By assuring and, when necessary, enforcing our standards through our independent disciplinary process, RICS supports consumer confidence and a vibrant as well as trusted profession.

The Regulatory Tribunal assists in the performance and delivery of RICS' regulatory function. The Regulatory Tribunal operates independently but within the oversight of the Standards and Regulation Board, as delegated by RICS' Governing Council.

For more information on RICS' Standards and Regulation Board, please see [Interim standards and regulation board](#).

The Regulatory Tribunal

The Regulatory Tribunal is an independent panel of RICS members and non-RICS members who are appointed to make decisions:

- in panels of three when sitting as a disciplinary panel, registration panel or appeal panel or
- individually as a single member of the Regulatory Tribunal or as a fixed penalty reviewer.

The Regulatory Tribunal considers a range of cases, including the most serious concerns, which have been investigated and referred through the disciplinary process; reviews of decisions made on registration and re-admission of members; and the appeal of decisions made by the

disciplinary and registration panels. The panels are assisted in hearings by an independent legal adviser, and cases are presented by an advocate on behalf of RICS; most often, the regulated member (an individual or firm) attends and may be legally represented. Members of the Regulatory Tribunal also sit as single member decision-makers where they consider matters on the papers in private consideration, which can include cases relating to non-compliance with continuing professional development (CPD) requirements and certain criminal conviction cases as well as other matters.

The Regulatory Tribunal has an independent presiding chair (non-RICS member) who reports annually to the Standards and Regulation Board and works closely with RICS staff on the operation of the tribunal.

For more information on RICS' Regulatory Tribunal, see [Interim standards and regulation board](#).

The role of Regulatory Tribunal Members

Regulatory Tribunal Members are required to act with the utmost integrity and professionalism when approaching cases involving regulated members (or prospective members) and regulated firms, and to provide a fair and just outcome in accordance with [RICS' Rules of Conduct](#). The role contributes to the performance of RICS' regulatory function of maintaining standards for the profession, which is carried out in the public interest.

The activities undertaken as part of the role include the following.

- Reading and considering case papers prior to a hearing in order to be fully prepared to examine the contents of the written evidence and relevant information.
- Sitting on various panels of the Regulatory Tribunal and participating in deliberations conducted in private, using professional experience and skills when considering and determining the case before them and imposing sanctions as appropriate in accordance with RICS' Sanctions Policy.
- Acting as a single decision-maker and deciding the outcome of cases and their sanction where no public hearing is required, such as breaches of CPD requirements.
- Being prepared to appropriately challenge parties and witnesses to seek clarification and explanation of information and evidence (where relevant).
- Contributing to the panel's discussion in private after the hearing (or on the papers if there is no oral hearing) and participating fully in the panel's decision-making including the appropriate sanction, with assistance on legal matters from the Legal Adviser to the panel.

- In particular, RICS members of the Tribunal may on occasion be called upon to assist the panel by expressing an opinion on the conduct and behaviour reasonably expected of a member of RICS.
- After a decision is made and a draft of that decision prepared (typically by the panel's Legal Adviser), contributing to the drafting, amending and approval of the decision.
- Keeping up to date with procedures and policies and with relevant case law and legislation (training, induction and other resources will be provided).
- Participating in training events provided by RICS.

Terms of appointment

Eligibility

For this particular role, you must be a member of RICS (AssocRICS, MRICS or FRICS). If you have any disciplinary finding against you and/or any actual or potential conflict of interest should you be appointed, you must declare this when you apply.

Remuneration

Current remuneration is a daily rate of £340 for panel hearings (or £170 for half-day single member decisions). All reasonable travel and subsistence expenses will be reimbursed upon presentation of a receipt/invoice. This role is non-pensionable.

Time commitment

The role normally requires 7 to 15 days per year and includes:

- preparation, travel (if required – most hearings are now online) and attendance at hearings (most hearings are one to two days long, but could be up to ten days)
- consideration and drafting of up to ten single member decision cases or fixed penalty reviews (estimated half day per case) per year
- mandatory periodic annual or bi-annual training events (one to two days in person)
- other ad hoc events (such as bite-size online training and occasional social events).

Location

Generally, most hearings remain on a remote basis by a video or audio-conferencing platform, but they can be held in person at RICS' offices in Birmingham or London.

Length of appointment

This appointment is offered for an initial term of three years, with scope to be reappointed for an additional three years (up to a maximum of six years in total). The role reports to the Presiding Chair of the Regulatory Tribunal and works alongside RICS operational staff.

Annual appraisal

Tribunal members should expect to be appraised annually by the Presiding Chair of the Regulatory Tribunal.

Other information

Equity, diversity and inclusion (EDI)

As a global organisation, RICS encourages applications from candidates with a diverse background, including people from an ethnic minority background, those with disabilities or from other under-represented groups. We are committed to treating all applicants fairly and with respect.

We will not allow anyone to be treated less favourably because of their race (including nationality, ethnic or national origins), sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, pregnancy or maternity, paternity or adoption.

Data protection information

We will use the personal data you provide to assess your suitability for the role, which is a necessary step for us to take prior to appointing you to the role. Your personal data will primarily be processed and stored by RICS in the United Kingdom but may be transferred to other RICS offices globally depending on the location of staff that are involved in the assessment process.

Your personal data will also be provided to third parties for the purpose of validating your references. Where your personal data is transferred to RICS offices or to third parties outside the United Kingdom, we will implement appropriate safeguards to ensure your data protection rights are upheld. If your application is unsuccessful, we will store your personal data for one year. If your application is successful, we will store your personal data for as long as necessary to administer and keep a record of your appointment.

For further details about how we collect and use your personal data and your data protection rights, see [RICS privacy policy](#).

Appendix: RICS diversity and inclusivity monitoring form

RICS is committed to creating a diverse and inclusive environment and is proud to be an equal opportunities organisation. We have a clear vision to inspire future generations into the profession and showcase its attractiveness to all of society. It is vital that we monitor and analyse diversity information so that we can ensure that our recruitment processes are fair, transparent and promote equality of opportunity for all. Your cooperation in providing us with accurate data will help us ensure we design and use policies and processes that attract and retain diverse and talented people.

Any information you provide in this form:

- will be used by RICS for statistical purposes only and submitted anonymously and
- will not influence the assessment of your application and will not be seen by anybody directly involved in the selection process.

No information will be published that allows any individual to be identified.

We would appreciate your cooperation in completing this form to help us better understand how we ensure equality of opportunity for all.

The information will be stored on RICS systems, some of which are outside the United Kingdom. Our security measures and procedures reflect the seriousness with which we approach information security and the value we attach to your information. These measures and procedures are subject to regular review. Only relevant members of staff will have access to the information you provide to us. Those members of staff will have received appropriate data protection training. The data will be stored for a maximum of two years.

To access the form, see [RICS Diversity and Inclusivity Monitoring Form \(RT\) \(Page 1 of 7\) \(office.com\)](#)