



REGULATORY TRIBUNAL

Regulatory Tribunal Independent Non-RICS Member

Application pack
November 2024



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Current recruitment

This November, RICS is launching a campaign to appoint up to four new Regulatory Tribunal Independent (Non-RICS) Members to join RICS' Regulatory Tribunal.

The closing date for applications is 5pm GMT on 9 December 2024.

We invite applications from individuals with diverse backgrounds, including those new to panellist roles, those with consumer or client-facing experience and experienced panellists with relevant backgrounds, such as prior quasi-judicial decision-making experience.

All Regulatory Tribunal Members are expected to act impartially and support the work of the Regulatory Tribunal and its panel colleagues. Successful candidates will demonstrate collaborative skills, working effectively with RICS staff, Tribunal chairs and members and other stakeholders. Ideally, candidates will also bring experience in making decisions in the public interest.

With a global membership and the aim of broadening the demographic of Tribunal members, RICS encourages applications from candidates based outside the UK and from underrepresented groups.

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

How to apply

If you have questions about the appointment or the application process, please contact regulatorytribunalap@rics.org.

The application

The closing date for applications is 5pm on 9 December 2024.

Please send your application to regulatorytribunalap@rics.org. It should include:

- a supporting statement (maximum two pages), in Arial font size 12, which should include how you meet the essential and/or desired criteria for the role outlined in the description and any additional information that may support your application, and
- an up-to-date CV detailing any relevant professional body membership details (i.e. regulated profession membership status and number).

In addition, please also provide:

- a completed RICS diversity and inclusivity monitoring form (see [Appendix A](#)).
- details of any reasonable adjustments/arrangements you require during the selection process and
- information about any dates and times when you are **not** available to attend interview or our training event (see [Timetable/key dates](#), below).

Timetable/key dates

Application deadline	5pm on Monday 9 December 2024
Shortlisting	09 January 2025
Interviews (online)	27–29 January 2025
Training dates (in person and on-site in Birmingham)	26 and 27 February 2025

Please note that there will be a short delay between the application and shortlisting process. You will be notified of the outcome of your application by 15 January 2025.

All successful candidates will be expected to attend the training dates.

Appointment panel

Appointments are made in line with RICS' Regulations and Standards and Regulation Board-approved process, which specifies the composition of the appointment panel. For this recruitment exercise, the appointment panel will comprise:

- the Presiding Chair of the Regulatory Tribunal (Alexandra Marks CBE)
- an RICS member of the Regulatory Tribunal (Ben Davies – RICS Tribunal Member) and
- an accredited appointments expert (Margaret Blankson).

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

RICS Diversity and Inclusivity Monitoring Form

We ask applicants to complete and return an RICS Diversity and Inclusivity Monitoring Form as part of their application. This allows us to monitor the diversity of candidates at each stage of the recruitment process, ensuring that we meet our equality objectives and promote fairness. The anonymous data collected is used for statistical purposes, helping us to continuously improve and refine our recruitment strategies to foster inclusivity. While retained by RICS, this information will not be shared with 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 appointments 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 outcome notification). All communication is via email, unless otherwise agreed.

Person specification

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 expected to meet the eligibility criteria and the essential 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. [Appendix B](#) sets out how the criteria are assessed.

Eligibility

You must not be, and must never have been, a member of RICS.

Essential criteria

You should meet each of the following essential criteria and provide an example from your experience of how you meet the criteria.

- 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.
- A demonstrable understanding of the role that diversity, equity and inclusion play within the work of the Regulatory Tribunal.
- 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.
- Excellent communication skills, both verbal and written.
- A commitment to principles of good regulation as they relate to the professions of RICS members: maintaining the public's confidence in the membership, and RICS as a self-regulating professional body.
- Evidence of using technology at work (as most hearings are remote, using a video/audio platform and electronic bundles).

Desirable criteria

If you meet the following desired criteria, you should address this in your application.

- Experience of undertaking work or making decisions that required consideration of the public interest and/or public confidence and/or public protection.
- Experience of working within a regulatory or professional body environment and understanding its role, purpose and influence.
- Previous experience of committee, tribunal, regulatory chair experience or disciplinary decision-making roles.

Personal attributes

You should address how you meet the following personal attributes (either in a separate section or throughout your application).

- 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 in regional markets in order to protect consumers and businesses.

By working to our standards, members and RICS-regulated firms deliver confidence and transparency. RICS ensures these standards are upheld by the profession through a system of independently-led self-regulation. Our regulatory model applies globally to all individual members of the profession and all RICS-regulated firms; through assuring and enforcing our standards through our independent disciplinary process, RICS supports consumer confidence and a vibrant 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 [the RICS website](#).

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. These can include cases relating to non-compliance with continuing professional development (CPD) requirements, certain criminal conviction cases and fixed penalty reviews.

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 the [RICS website](#)

The role of Regulatory Tribunal Members

The appointed Regulatory Tribunal Member will be required to act with the utmost integrity and professionalism when approaching cases involving regulated members (or prospective members) 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:

- reading and preparing 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 allegations or case before them
- acting as a single decision-maker and deciding the outcome of cases that do not require a public hearing, such as breaches of CPD requirements
- being prepared to ask parties and witnesses for clarification and explanation of information and evidence (where relevant)
- after a decision is made, contributing to the drafting, amending and approval of the decision.
- where required, participating in case management hearings to determine how cases should be managed (and contributing to the drafting of those decisions)
- when required, dealing with case management decisions and procedural applications outside of a hearing, as necessary (and providing written decisions)
- keeping up to date with procedures and policies and with relevant case law and legislation and
- participating in training events provided by RICS.

Terms of appointment

Eligibility

For this role, you must not be, and must never have been, a member of RICS.

There is no upper or lower age limit for the role.

Remuneration

Current remuneration is a daily rate of £340 for panel hearings or £170 for half-day single member decisions. (This may be subject to review.) 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 seven to twenty days per year and includes:

- preparation, travel and attendance at hearings (for hearings of one to five days in length (occasionally longer))
- consideration and drafting of up to ten single member decision cases or fixed penalty reviews (estimated half day per case)
- a mandatory annual training event (one to two days in person) and
- other ad-hoc events (such as bite-size training and 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 in total). The role reports to the Presiding Chair of the Regulatory Tribunal and works alongside RICS operational staff.

Other information

Diversity, equity and inclusion (DEI)

As a global organisation, RICS encourages applications from candidates with diverse backgrounds. 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 have provided on this form to assess your suitability for 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. Where your application is unsuccessful, we will store your personal data for one year. Where 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 A: 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 staff.

Any information you provide in this form will:

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

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

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 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](#)

Appendix B: Example assessment criteria

Person specification criteria	Method of assessment CV, personal statement (PS), interview, post-interview checks, references and regulatory checks
Eligibility criteria	
You are not, and have never been, a member of RICS.	PS, Regulatory checks
Essential 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.	CV, PS, interview, references
2. A demonstrable understanding of the role that DEI plays within the work of the Regulatory Tribunal.	CV, PS, interview
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	CV, PS, interview
4. Excellent communication skills, both verbal and written, which are reflective of open dialogue, inclusion and diplomacy when dealing with conflicting opinions and challenges.	CV, PS, interview, references
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.	CV, PS, interview
6. Evidence of using technology at work (as most hearings are remote, using a video/audio platform and electronic bundles).	CV, PS, interview
Desirable criteria	
1. Experience of undertaking work or making decisions that required consideration of the public interest and/or public confidence and/or public protection.	CV, PS, interview
2. Experience of working within a regulatory or professional body environment and understanding its role, purpose, and influence.	CV, PS, interview
3. Previous experience of committee, tribunal, regulatory chair experience or disciplinary decision-making roles.	CV, PS, interview
Personal attributes	
1. Values driven, with a strong focus on fairness.	CV, PS, interview, references
2. The utmost personal and professional integrity.	PS, interview, regulatory checks, references
3. A total commitment to maintaining confidentiality.	PS, interview, references