Appointment of:

**Investigation Panel Member (Lay and Architect)**

**Professional Conduct Committee Member (Lay and Architect)**

**Professional Conduct Committee Legally Qualified Chair**

**Information for Applicants**

**April 2024**

**Contents**

1. What is the Architects Registration Board (ARB)?
2. What are the roles of the Investigation Panel (IP) and Professional Conduct Committee (PCC)?
3. What are the roles within each of these areas?
4. Why should I apply for these roles?
5. What skills and experience are you looking for?
6. Are there any criteria for the appointments?
7. What is the time commitment and fee for the roles?
8. Equality, diversity and inclusion is important to us.
9. How can I apply?
10. What will happen next?
11. ***What is the Architects Registration Board (ARB)?***

ARB is an independent professional regulator, established by Parliament as a statutory body, through the Architects Act, in 1997. We are accountable to government. ​The law gives us a number of core functions:​

* To ensure only those who are suitably competent are allowed to practise as architects. We do this by approving the qualifications required to join the UK Register of Architects.​
* We maintain a publicly available Register of Architects so anyone using the services of an architect can be confident that they are suitably qualified and are fit to practise.​
* We set the standards of conduct and practice the profession must meet and take action when any architect falls below the required standards of conduct or competence.​
* We protect the legally restricted title ‘architect’.​

Architects play a crucial role in creating a built environment that is safe, sustainable and where everyone in society can live well.​ As the statutory regulator for the architects' profession, ARB ensures only those who are suitably competent are allowed to practise as architects. We do this by approving the qualifications required to join the Register of Architects. We set the standards of conduct and practice the profession must meet and take action when any architect falls below the required standards of conduct or competence.

1. ***What are the roles of the Investigation Panel and Professional Conduct Committee?***

The role of ***the Investigations Panel (IP)*** is to investigate allegations of unacceptable professional conduct or serious professional incompetence against architects and decide whether there is a case to answer at the Professional Conduct Committee. ARB will appoint a panel of three people from its Investigations Pool to consider each case. One member of the panel is an architect and the remaining two are non-architects.

The ***Professional Conduct Committee (PCC)*** is a standing committee of ARB, and considers allegations of unacceptable professional conduct and serious professional incompetence against registered persons, imposing penalties as appropriate. Under the Act, each Panel of the PCC that considers the conduct or competence of an architect must include a legally qualified Committee member (who will usually Chair the proceedings), an architect, and a non-architect.

1. ***What are the roles we looking for?***

We are looking for both architects and lay individuals to sit on either the Investigation Panels or Professional Conduct Committees in addition to Legallly Qualified Chairs for the PCC.

As a member of the IP, you will be making decisions about whether there is a case to answer at the PCC.

As a member of the PCC, you will be considering allegations of unacceptable professional conduct and/or serious professional incompetence against architects, making deisions on whether they should be able to continue with their practice or have restrictions imposed.

In taking on these roles you are fulfilling the role of protecting the public in the services that architects provide. You will be working as part of a team of 3 in this important area of professional regulation.

1. ***Why should I apply for these roles?***

These role are referred to collectively as ARB associates, and as workers form a vitally important part of ARB’s regulatory work. We are looking for both architects and lay people to be actively involved in this area of work providing specialiat knowledge and lay perspectives.

We are keen to attract a diverse range of candidates to our organisation, for the architects that join us we wish to better reflect the profession and also the society that we all live in.

For those that wish to expand their portfolio to those that are embarking on developing their career or wish to embrace a new opportunity, we want to hear from you all.

All roles provide you with an opportunity to be involved in regulatory work, it is rewarding and contributes to your own continuous and professional development.

1. ***What knowledge and experience are you looking for?***

We have set out below a list of the experience and knowledge that we expect in the roles that we are seeking to fill. However what is equally important for ARB is your attitude and desire to build upon your existing knowledge and skills, so please do apply even if you feel that you don’t meet all the requirements set out below.

***Architect Roles***

*Investigation Panels - Architect Member*

* Working as an architect with recent practical experience
* Reviewing and drawing conclusions from complex and voluminous information
* Working within a team to reach collective decisions
* Summarising opinions and drafting reasons
* Using effective communication skills
* A wide range of knowledge on architectural matters, particularly those relating to domestic projects
* Understanding of the regulatory and legal environment in which architects’ practice
* Understanding of the Architects Code: Standards of Conduct and Practice
* Explaining complex architectural matters in a clear way to non-architects
* Understanding the purpose of professional regulation and disciplinary investigations in the public interest

*Professional Conduct Committee – Architect Member*

* A wide range of architectural practice, particularly those relating to domestic projects
* The purpose of professional regulation and disciplinary investigations in the public interest
* Understanding of the regulatory and legal environment in which architects’ practice
* Understanding of the Architects Code: Standards of Conduct and Practice
* Using evidence based conclusions to reach decisions
* Working in diverse teams to work through a range of information to achieve successful outcomes
* Able to show a commitment to the Seven Principles of Public Life

***Lay/Public perspective Roles***

*Investigation Panels - Lay Member*

* Working in committee settings or working groups
* Reviewing and drawing conclusions from complex and voluminous information
* Working within a team to reach collective decisions
* Summarising opinions and drafting reasons
* Using effective communication skills
* Understanding the purpose of professional regulation and disciplinary investigations in the public interest
* Able to show a commitment to the Seven Principles of Public Life

*Professional Conduct Committee – Lay Member*

* A commitment to upholding the public interest, particularly in respect of protecting the rights of consumers
* The purpose of professional regulation and disciplinary investigations in the public interest
* Using evidence based conclusions to reach decisions
* Working in diverse teams to work through a range of information to achieve successful outcomes
* Able to show a commitment to the Seven Principles of Public Life.

*Professional Conduct Committee - Legally Qualified Chair*

* Qualified solicitor or barrister or advocate in Scotland.
* An understanding the purpose of professional regulation and disciplinary investigations in the public interest
* Chairing tribunal or conduct committee proceedings or similar
* Assimilating large amounts of evidence into concise, accurate and accessible written decisions
* Working with a number of stakeholders in committee settings to ensure that proceedings are fair, efficient and effective with clear outcomes that are understood by all
* The application of good governance, equality, diversity and inclusion and of upholding the recognised Seven Principles of Public Life
1. **Are there any other criteria for the appointment?**

Architects must be registered with ARB and be able to work in the UK.

For current ARB workers, if you are interested in these roles it is important to note that you may not be able to hold dual roles. If successful, a decision may need to be taken to relinquish current worker roles to enable you to take up one of these roles. This will be discussed with you during the interview stage.

*Appointment duration*

All posts are for an initial period of up to 4 years with an option for renewal for a further period of up to 4 years. A person can only be appointed for a maximum period of 8 years. Any current worker may only be appointed for the remainder of their 8 year tenure.

1. **What it the time commitment and fee for the roles?**

Across the roles you will be mainly working remotely, working through documents and participating in the meetings and committees. However, some PCC hearings will be held in person, and therefore you may be required to sit on in person hearings. In addition there will also be periodic business meetings, briefing sessions and training events which will primarily be held online but on occasion in person at ARB’s offices in London.

*Investigation Panels – Architect and Lay Member*

We expect the regular time commitment to be on average 20 hours per month. The fee is £50/hour for caswork and £250/day for attendance at meetings plus expenses for travel and subsistence. All payments are subject to tax and National Insurance contributions, and the deductions are made at source.

*Professional Conduct Committee – Architect and Lay Member*

We expect the regular time commitment to be on average 30 days per year. The fee is £375/day for attendance at PCC hearings plus expenses for travel and subsistence. All payments are subject to tax and National Insurance contributions, and the deductions are made at source.

*Professional Conduct Committee – Legally Qualified Chair*

We expect the regular time commitment to be on average 30 days per year. The fee is £743.75 for attendance at PCC hearings plus expenses for travel and subsistence. All payments are subject to tax and National Insurance contributions, and the deductions are made at source.

1. ***Equality and diversity is important to us***

We aim to be a fair regulator and fair employer. As such we are committed to making the appointment process accessible at all stages for any applicants with a disability or other specific requirements. Please contact us at elizabetht@arb.org.uk if you would like to discuss your requirements.

1. ***How can I apply?***

Our roles are advertised across a range of media and social media platforms, in addition to the ARB website [ARB's Board and Committees page](https://arb.org.uk/about-arb/arbs-board-committees/) .

We will also be providing a couple of ***on-line information sessions*** for you to hear more about the roles and ask question to our team at ARB. That session will be on Thursday 18th April at 5pm to 5:45pm and Monday 22nd April at 12:15pm to 1:00 pm. To register your interest please email elizabetht@arb.org.uk. If you wish to apply for a particular role the process is as follows:

Ensure that you read the role profile information for the role(s) that you are interested in.

* You must submit a CV and cover letter where you will be asked to set out why you are applying for the role. More information on the cover letter will be provided for each role on our website. Your cover letter should be no more than 3 pages of A4.
* Do ensure that you read all the information in this document, *ARB Information for Professional Standards Campaign* before completing your application.
* For each role you will also be asked to download the ARB D*eclaration of Conflict Form*. Once completed do save it to your computer in prepraration for uploading onto the ARB recruitment portal.
* Once you have also completed your CV and cover letter, click on the “apply now” link which will take you to the ARB recruitment portal.
* When prompted in the portal please complete all the personal details, including equality and diversity monitoring information and upload the following attachments - CV, cover letter and your Declaration of Conflicts Form.

***You must submit your application by midnight Sunday 28th April 2024***

*Guidance on completing an application*

When you complete your application, do ensure that your CV is no more than 3 pages clearly illustrating your current and previous work history. It is important that you try to show the relevancy of your experience to the role that you are applying for.

Where you are asked to set out your motivation for the role, do consider what attracts you to the role and what you feel you can bring to the work of ARB. Think about what the experience would mean to your own personal and continued development.

In looking at the specific questions for each role, it is important that you think about providing an example when asked which shows how you display the required competency. Remember that the shortlisters are looking for the impact that you have made to the situation or outcome. Examples can come from paid work, study, community of voluntary work or other experience that you feel is relevant.

1. ***What will happen next?***

Interviews for all roles will be taking place during the period ***20th May to 7th June 2024***.

Candidates will be notified of whether they have been invited for interview by no later than the ***10th May 2024.***

Appointment is conditional on the outcome of the interview/assessment, receipt of satisfactory references and ARB recruitment checks. Training and induction will take place during August with work commencing from September.