

Appointment of: **Professional Conduct Committee Legally Qualified
Chair**

Information for Applicants

August 2025

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1. 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'.

2. What is the role of the Professional Conduct Committee?

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 Chair the proceedings), an architect, and a non-architect.

3. What are the roles we looking for?

We are looking for Legally Qualified Chairs for the PCC.

4. Why should I apply for this role?

PCC panel members form part of a collective group of ARB associates, carrying out vitally important regulatory work.

We are keen to attract a diverse range of candidates to our organisation to best 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, we want to hear from you.

The role provides you with an opportunity to be involved in regulatory work, it is rewarding and contributes to your own continuous and professional development.

5. 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 role 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.

Professional Conduct Committee - Legally Qualified Chair

- Qualified solicitor or barrister or advocate in Scotland
- A strong understanding of the purpose of professional regulation and disciplinary investigations in the public interest
- Experience chairing tribunal or conduct committee proceedings or similar
- Able to assimilate large amounts of evidence into concise, accurate and accessible written decisions
- Able to work 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
- Applies good governance, equality, diversity and inclusion and upholds the recognised Seven Principles of Public Life

6. Are there any other criteria for the appointment?

For current ARB workers, if you are interested in this role, it is important to note that you are not able to hold dual roles. If successful, you would need to relinquish your current worker role to enable you to take up this position. This will be discussed with you during the interview stage.

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.

7. What is the time commitment and fee for the role?

PCC hearings are held online and in person. In-person hearings are usually held in London, Glasgow or Edinburgh but may, on occasion, be held elsewhere. 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.

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.

8. 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 arb-hr@arb.org.uk if you would like to discuss your requirements.

9. 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](#).

We will also be providing a couple of **online information sessions** for you to hear more about the role and ask questions to our team at ARB. That session will be on Thursday 28th August at 12.30pm and Monday 1st September at 5pm. To register your interest, please click on the link in the job advert or alternatively please email arb-hr@arb.org.uk.

If you wish to apply the process is as follows:

Ensure that you read the role profile and then:

- 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 Declaration of Conflict Form*. Once completed do save it to your computer in preparation 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 Wednesday 3rd September 2025

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 or voluntary work or other experience that you feel is relevant.

10. What will happen next?

Interviews for the role will be taking place on ***Wednesday 24th September 2025.***

Candidates will be notified of whether they have been invited for interview by no later than the Monday ***15th September 2025.***

Appointment is conditional on the outcome of the interview/assessment, receipt of satisfactory references and ARB recruitment checks. A date for training and induction will be agreed with successful candidates following the recruitment campaign. We anticipate this taking place in **November 2025** with work commencing thereafter.