

## **Job Description**

The IPA's Disciplinary and Appeal Committee (DAC) has two co-chairs, one for Disciplinary matters and one for Appeals.

We are currently recruiting for the role Disciplinary Chair of the Disciplinary and Appeal Committee which includes the following:

- Carry out the second tier, non-consensual process according to the IPA's articles, rules and regulations.
- Following referral as a formal Complaint by the Regulation and Conduct Committee to the DAC, the Chair appoints members of the Disciplinary and Appeals Committee to sit as members of a Disciplinary Tribunal, to appoint replacement tribunals where it is in impracticable for the original tribunal to continue, and to appoint a Legal Assessor to assist the Disciplinary Tribunal.
- Adjudicate on administrative matters such as timings and disclosure, manage confidentiality and conflicts.

The role would suit a person with the following knowledge and/or experience:

- Insolvency background either as an IP or lawyer
- Experience of regulatory processes
- Experience of interpreting and implementing legislation, rules, guidance etc
- Excellent organisational skills including written and verbal communications
- Experience of working under pressure to tight deadlines
- Excellent judgement skills

The period of tenure of the Chair is 5 years and a new Chair is being sought to take up the appointment from 1<sup>st</sup> May 2021. If you are interested in applying for this position please contact Lyn Green ([lyng@ipa.uk.com](mailto:lyng@ipa.uk.com)).