

TAXATION DISCIPLINARY BOARD

Job title	General Counsel & Head of Operations
Department	TDB
Reports to	Chair
Location	Remote
Working hours	35

Job Purpose

- Lead and manage the TDB.
- Oversee all complaints and casework to a conclusion in accordance with the requirements of the Taxation Disciplinary Scheme ('the TD Scheme') and Memoranda of Understanding between the TDB, the ¹CIOT and the ATT, and other relevant bodies such as HMRC.
- Create and maintain strong relationships with external and internal stakeholders.
- Provide the TDB's in-house legal function.
- Develop and propose enhancements to the TD Scheme in the light of complaints, professional developments, and/or case law.

Key accountabilities

- Provide technical and strategic legal and operational advice to the TDB Board and act as Company Secretary.
 - Setting and managing internal governance policies, processes and practices.
 - Development of the TDB business and strategic plans, and objectives in conjunction with the Board, and subsequent implementation.
 - Anticipate strategic and operational risks and identify proactive solutions to manage risk effectively, including development and implementation of the Business Continuity Plan.
 - Ensure that TDB decisions are based on the values of ethics, integrity and service of the public interest.
 - Develop constructive relationships with sponsors, key stakeholders, including the Board and Panel Members, based on trust and respect.
 - Attract, develop, direct, motivate and drive performance from the TDB team. Manage and support key associates such as Panel Members, organising training and recruitment.
 - Act as the TDB's Finance, HR, IT, and Risk Management functions.
 - Act as the TDB's GDPR Data Protection Officer and Safeguarding Officer.
 - Undertake all necessary company secretarial duties – maintaining Company House records and returns.
 - Draft contracts and policies to minimize risks and achieve best value.
 - Meet legal and technical objectives, including case management key performance indicators.
 - Provide oversight of team members managing TDB cases, High Court appeals, and judicial reviews, including acting as the TDB's advocate in appropriate cases. Facilitate the performance of the Case Investigator and Manager.
 - Deal with all complex and significant matters cutting across legal and operational functions.
 - Ensure that the TDB decisions are properly implemented, including recovery of fines and costs.
 - Develop sound working relationships with aligned professional regulatory bodies.
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- Ensure that the TDB website and social media platforms are active, informative, and up to date

Skills needed to fulfil the role

- Solicitor, Barrister, or Fellow of the Chartered Institute of Executives, ideally with experience of working within a financial services or other professional regulatory environment.
- Experience of working in a senior management role or a willingness to diversify into management from a senior fee earning or in-house role.
- Experience of working to fixed deadlines and objectives, with strong attention to detail. Able to work self-directed.
- Familiarity with financial and management accounts, cash flow and debt management.
- Creative and strategic thinker, with evidence of change management experience in previous roles.
- Strong interpersonal and soft skills.
- Persuasive advocate and influencer, with experience of acting as advocate for organisations.
- Confident and self-reliant user of IT, including Microsoft Office 365 suite and videoconferencing. Capable of producing own documents.