



Putting Better Regulation into Practice

A senior role in regulation

The Insolvency Practitioners Association (IPA) is a membership organisation and professional body recognised by the Government for the purposes of licensing members to act as insolvency practitioners. The only such body specialising in insolvency, it has been at the forefront of the profession in creating insolvency qualifications, widening access to insolvency knowledge and understanding, and leading debate on current issues. A team of 20 staff, based in the City of London, is responsible for supporting the IPA's members, affiliates and students, and ensuring that the IPA's brand and reputation are both maintained and enhanced.

The Job: Head of Regulatory Operations (HRO)

This is a central, key, post in the organisation. Part of the Secretariat management team, the post holder will be responsible for the throughput of all regulatory and disciplinary work, and for ensuring that the IPA undertakes its obligations as an Recognised Professional Body in accordance with the Memorandum of Understanding agreed with the Government's Department for Business, Enterprise & Regulatory Reform (BERR), and the Association's own objectives and procedures which encompass the principles promoted by the Better Regulation Task Force – proportionality, accountability, consistency, transparency and targeting.

The HRO role, reporting to the Chief Executive, requires the skills of an experienced insolvency professional who holds a Joint Insolvency Examination qualification, who can command the respect of fellow professionals in the insolvency world and beyond, and who can communicate effectively with members of the public about insolvency, the work of the IPA, how it carries out its regulatory functions and how it comes to its conclusions. He/she and his/her team of three will work closely with the Head of Monitoring & Regulatory Standards towards ensuring delivery of a coherent and consistent approach to regulation, and will involve him/herself in issues relevant to the development of, and improvements in, standards. Applicants must be able to demonstrate a good record of managing staff, workloads and priorities; and will expect to participate in and contribute to discussions and work aimed at keeping the IPA at the forefront of thinking and action in the insolvency profession.

Other more specific features of the role are set out below.

- Acting as secretary to regulatory and disciplinary committees;
- Reviewing all inspection reports, adding value where appropriate to aid committee decision-making processes;
- Managing the throughput of reports and notifying members of committee decisions on a timely basis;
- Ensuring that an accurate record of decisions is maintained in committee minutes;
- Corresponding with members and solicitors, and liaising with colleagues, to implement regulatory decisions in a clear and professional manner;
- Instructing IPA solicitors as necessary and managing the cost effectiveness of the legal work carried out on the Association's behalf;
- Ensuring that follow-up matters and any other matters affecting a member's fitness to act are brought to the attention of the relevant committee;
- Investigating complaints against members and allocating complaints cases to colleagues in the team;
- Managing the flow of complaints work, and providing guidance and technical support to colleagues;
- Ensuring that members and complainants are provided with reasoned decisions on a timely basis; and
- Reporting to BERR as required and generally controlling all aspects of the IPA's regulatory and disciplinary functions.

This is a challenging role. Candidates must possess technical knowledge that is second to none, and organisational abilities that allow multi-tasking, sometimes under pressure, and a constant review of priorities. It is a demanding job, but one that is also rewarding.

The HRO role sits right at the core of the most important work that the IPA undertakes. It is vital to the Association's credibility as an insolvency specialist body and regulator that these operations are carried out in a way that build confidence amongst present and potential members and other external parties. The post has become vacant at a time when the IPA is growing and has an exciting future ahead of it. If you have the technical and personal skills, the experience and integrity that this demands, then come and join the regulator of choice in the insolvency profession and play a part in further developing the Association, making sure that members adhere to the standards the public has a right to expect. In the depths of a recession, the spotlight is on insolvency practitioners – your job will be to regulate their work in a way that instills public confidence in the system.

Applicants should send a CV to:

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