



Competition Appeal Tribunal Appointment of Director of Operations

July 2020

Reference: QAKAZA

An introduction

The Competition Appeal Tribunal (the Tribunal) is a world-renowned specialist judicial body whose function is to hear and decide cases involving competition or economic regulatory issues. The work of the Tribunal covers appeals from decisions taken by the Competition and Markets Authority and other economic regulators, such as Ofcom, as well as private litigation. Cases are large, complex in nature and often raise novel issues of great importance to businesses and sectors of the economy.

The Tribunal was established by the Enterprise Act 2002 (2002 Act) which also set up a management body for the Tribunal called the Competition Service (CS).

Although created as separate entities and treated as such for accounting purposes, in practical terms the Tribunal and the CS constitute a single organisation. Through the CS, the Tribunal effectively administers itself and a single body of staff deploys the same set of resources in multitasking the casework of the Tribunal and necessary support functions.

Further information about the role, functions and organisation of the Tribunal, as well as the CS can be found on the Tribunal's website, www.catribunal.org.uk, and in the Annual Reports (which can also be found on the website).

The role

PURPOSE OF POST

Reporting to the Registrar of the Tribunal, the role of the Director of Operations is to implement and manage the operation of all services required from the CS for the work of the Tribunal. This includes the management of all matters relating to corporate governance.

KEY ACCOUNTABILITIES

Government Liaison:

- Maintain good working relations with Government, particularly BEIS sponsors and finance team, CMA, NAO, GIAA, HM Treasury and Cabinet Office.
- Negotiate and agree with BEIS various governance documents upon which the Tribunal/CS are founded (e.g. Framework Agreement).
- Monitor Parliamentary and Government activity relevant to the Tribunal/CS.
- Assist the Registrar with policy input to Government initiatives on competition matters.
- Liaise with BEIS on risk management issues.
- Attend regular meetings with sponsors and BEIS.
- Respond to the various requests for information from BEIS, Cabinet Office, HM Treasury and other government bodies as required.
- Liaise with internal and external auditors on finance, governance and risk issues.

Finance:

- Responsible to the Registrar for the proper use of funds and providing advice on propriety.
- Negotiate annual grant-in-aid with BEIS.
- Negotiate annual staff pay award with BEIS. Responsible for implementing pay award and paying staff and members.
- With the Finance Manager and Registrar, model and budget the financial requirements of the Tribunal/CS.
- With the Finance Manager, draft the annual budget.
- Oversee the production of the Tribunal/ CS Annual Report and Accounts.
- Sign off monthly management accounts.
- Authorise payments. In the absence of the Accounting Officer, responsible for payments up to budget limit.
- Review responsibility for all aspects of the account function (expense claims, accruals, pre-payments, supplier payments, cash book and asset register).
- Negotiate CS's larger contracts.

Governance:

- Secretary and contributor to the CS Board.
- Secretary and contributor to the Audit and Risk Assurance Committee.
- Chair of the Business Continuity Action Group (BCAG).
- Manage the production of the Business Plan and Business Continuity Plan.
- Owner of the Tribunal/CS Risk Register.
- Manage commercialisation/utilisation of Tribunal/CS accommodation, including liaison with HMCTS.
- Liaise with landlord and attendance at tenants' meetings.
- Provision of governance and other statements for the Annual Report and Accounts.

Human Resources:

- Manage the HR function.
- Succession planning and talent management.
- Design and implementation of CS's annual staff pay award.
- Agree changes to HR policies and the staff handbook.
- Receive and hear disciplinary appeals.
- Authorise leave for special purposes.
- Line management of Finance Manager, IT Manager, Operations Manager and Library & Communication Officer.

Information/IT:

- Oversee the information and IT functions.
- High level liaison with IT suppliers.
- Information asset owner.

Miscellaneous:

- Work with JAC, MoJ and BEIS on recruitment of CAT Ordinary Members and Chairmen.
- Liaise with BEIS ministers' office on various governance and pay matters.
- Investigate illegal, improper or unethical behaviour.
- Manage press and/or outside inquiries.

Person specification

The successful candidate will be a dynamic and innovative leader, capable of balancing an eye for detail with strategic thinking whilst working in harmony with a wide range of people, and will bring:

- Strong leadership skills.
- Strong people management skills.
- Experience of corporate governance.
- A high level of accuracy and numeracy.
- Tact, diplomacy, integrity, reliability and resilience.
- The ability to communicate effectively with government and other contacts at senior level.
- Proficiency with Microsoft Office package.
- Readiness to undertake tasks normally carried out by other staff if necessary.

It is desirable for candidates to bring:

- And understanding of company accounts.
- Knowledge of government accounting and financing of NDPBs.
- Experience of acting as secretary to boards and audit committees.

Terms of appointment

Division: Operations

Reports to: Registrar

Pay band: £63,000 - £79,000

Pension: the post holder will be automatically enrolled into the Civil Service Pension Scheme.

The role is a 1-year fixed term contract, with possibility of extension to become a permanent contract.

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the Tribunal/CS on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **QAKAZA**

Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on **Wednesday 19th August**.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

Saxton Bampfylde

LONDON

9 Savoy Street
London WC2E 7EG

EDINBURGH

46 Melville Street
Edinburgh EH3 7HF

saxbam.com

Partners in **Panorama** - Search around the world
panoramasearch.com