

PROFESSIONAL MEMBER REPRESENTATIVE

ROLE PROFILE

Job title	Co-opted Professional Member
Department	Regulatory Team
Office location	Arbon House, 6 Tournament Court, Warwick, CV34 6LG
Term	Three years
Reporting to	Chair of the Regulatory Board

PURPOSE

This role offers the opportunity to contribute to independent regulation, uphold professional standards, and protect the public interest in a high-profile, governance-focused setting.

The Regulatory Board operates independently of the Company Board to ensure that professional standards, rules, and regulatory processes place the public interest first.

Co-opted Professional Members bring independent expertise, sector knowledge, and professional judgment to support the Regulatory Board's work. They are not full voting board members but are appointed to strengthen the Board's capability in areas where specialist skills or perspectives are required. They will contribute to the oversight, development, and delivery of regulatory policy, standards, and procedures, ensuring independence, fairness, and accountability in line with the Company's Articles of Association.

To carry on and conduct in the public interest the functions of a professional body representing members of the property sector in the United Kingdom.

Main Duties and Responsibilities:

- **Public Interest:** Uphold the public interest, in particular in relation to regulatory independence.
- **Advisory Role:** Provide expert input on professional, technical, or sector-specific matters within the remit of the Board.
- **Scrutiny & Oversight:** Support the Board in scrutinising policies, regulatory frameworks, and decision-making processes to ensure fairness, transparency, and compliance with legislation.
- **Committee Participation:** Serve on relevant sub-committees, panels, or working groups as required.
- **Strategic Input:** Contribute to discussions on risk, innovation, and best practice within the regulated profession.
- **Stakeholder Engagement:** Offer insights into the perspectives of professionals, service users, and wider stakeholders while maintaining independence from personal or organisational interests.
- **Continuous Development:** Stay informed of emerging trends, regulatory changes, and professional standards in the sector.

Terms of Appointment

- **Tenure:** Typically, 3 years, with potential for renewal subject to performance and Board needs.
- **Commitment:** Attendance at **least two Regulatory Board meetings per year**, with additional preparation and participation in Committees, sub-groups or consultations as required (estimated total commitment of 4-6 days a year).
- Commitment to review papers in advance, contribute actively in discussions, and support decisions between meetings where necessary.

Attend training or briefing sessions to remain up to date on relevant regulatory developments.
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- **Remuneration:** This is a voluntary role; reasonable expenses will be reimbursed in line with the Board's policy.

SKILLS/EXPERIENCE

Essential

- Recognised professional standing in the field of property agents
- Strong understanding of governance, ethics, and accountability in a professional context.
- Ability to analyse complex information and make balanced, evidence-based contributions.
- Independence of thought, sound judgment, and commitment to upholding the public interest.
- Understanding of and commitment to equality, diversity, and inclusion in a regulatory or professional setting.
- Strong communication and interpersonal skills, with the ability to work constructively within a diverse Board.
- Availability to attend Board meetings, committee meetings, and occasional events.

Desirable

- Previous experience in regulatory, non-executive, or advisory roles.
- Familiarity with risk management, audit, or disciplinary processes.