BIICL Chief Operating Officer
Job Description and Person Specification

The British Institute of International and Comparative Law (BIICL) is looking to appoint an exceptional candidate as Chief Operating Officer (who may also act as deputy director of the Institute). This is an exciting development opportunity for an experienced and highly motivated operational manager with CEO aspirations. We are looking for a dynamic leader with excellent people skills who will take a hands-on role in a research charity with exciting potential for growth.

About BIICL

BIICL is a leading independent legal research organisation with charitable status. It exists to develop and advance the understanding of international and comparative law and to promote the rule of law in national and international affairs.

BIICL brings together legal practitioners in private and public practice, in-house counsel, scholars and students, as members, participants and contributors. We have developed a strong global network in international and comparative law and the rule of law.

Our work is organised around three Centres: International Law; Comparative Law; and the Bingham Centre for the Rule of Law. The Bingham Centre is also responsible for the AHRC funded Policy and Evidence Centre on Modern Slavery. We undertake five key activities: applied legal research; events on contemporary issues; training; publications (including our major journal, the International and Comparative Law Quarterly) and membership services.

Our activities often cross the traditional boundaries of law, so as to engage with contemporary national, regional and international issues, and we consistently have an impact on areas of law and policy worldwide.

BIICL’s research activities are enhanced through specialist discussion and working groups, called Forums, which cover the areas of Competition Law, Investment Treaty Law, Product Liability Law and Business and Human Rights. Each Forum provides the opportunity to share experiences and exchange opinions, contribute to policy initiatives, and promote research in these important areas of law and practice.

For further information about BIICL please visit our website: www.biicl.org.
The Role

Reports to: BIICL Director
Salary: £70,000-£75,000 per annum
Closing date: September 6 2020

Contract: Full-time, permanent
Location: London
Interviews: end of September

We aim to appoint an exceptional candidate as Chief Operating Officer. Our COO will play a major role in delivering BIICL’s mission and strategic objectives. Working closely with the BIICL Director to represent the Institute and promote its activities, the COO will not only be responsible for the Institute’s day-to-day operation but will also be contributing to business development, working closely with stakeholders and the trustees.

The role involves:

- Operational management and leadership of the Institute
- Strategic and operational planning and resource management
- Spearheading the continuous improvement of our planning processes
- Ownership of our quality assurance procedures
- Managing a team of professional staff across the areas of finance; IT; HR and facilities; marketing, membership and events
- Managing the Institute’s governance processes (including research governance)
- Deputising for the BIICL Director (as necessary)
- Strategic engagement with partners and stakeholders.

This role needs a highly motivated, dynamic leader with excellent people skills. Someone who is as excited about the Institute’s potential as we are and who will work with us to further build the Institute into a world leading research centre.
The Person

You will be an experienced senior leader, ideally from a higher education, research institute or charity environment with the following skills and experience:

- Expert knowledge in more than one of the following areas: operational management, financial management, charity governance and communications;

- Experience of managing human and physical resources and IT systems;

- Understanding of what is involved in conducting high quality research, including knowledge of research funding, ethical issues, evaluation and impact;

- Ability to lead, motivate and involve people and groups in an inclusive way across an organisation, including in small teams;

- Excellent interpersonal and management skills with demonstrable tact and diplomacy;

- Excellent oral and written communication skills including report writing, chairing meetings and making presentations;

- Ability to work on own initiative, to prioritise work effectively, to be a creative innovator and problem-solver, and to work under pressure to meet deadlines;

- A clear commitment to individuals’ personal and professional development; and

- An ability and willingness to work collaboratively and collegially with colleagues.
Application Process

The application closing date is 6 September 2020 at 23.59. Interviews are scheduled to take place in the last week of September.

Please send the following by email to jobs@biicl.org:

- A completed BIICL application cover form (available at www.biicl.org/vacancies) including the names and addresses of three referees (two of whom may be contacted prior to interview);
- A full curriculum vitae; and
- A covering letter setting out your reasons for applying and how you consider that you meet the person specification for this post.
- A completed Equality Monitoring Form (optional) (available at www.biicl.org/vacancies)

Please ensure that you put the full title of the role you are applying for in the email subject line.

Applicants are encouraged to find out more about BIICL its members of staff and activities at http://www.biicl.org.

For an informal discussion about the role, please contact, Professor Spyros Maniatis, the Director of BIICL.

To be considered for this role, all applicants must currently have the right to work in the UK or will have secured the right to work in the UK by the date of commencement of employment.

BIICL is an equal opportunities employer and welcome applications regardless of race, sex, disability, religion/belief, sexual orientation or age.