

Council for Licensed Conveyancers - Authorisations Manager

The Council for Licensed Conveyancers (CLC), which regulates conveyancers and probate lawyers is seeking an **Authorisations Manager** to manage the application process for CLC lawyer and CLC practice licence applications. This is a key role in managing entry to the legal profession for individuals and working with new and transferring legal practices as they seek to be regulated by the CLC.

To apply for this role, please submit a CV and Covering Letter by email to hr@clc-uk.org by 4 March 2022.

The responsibilities of the Authorisations team include:

- Managing the application process for CLC lawyer and CLC practice applications
- Engaging positively with applicants and potential applicants for CLC licenses
- Setting professional entry standards
- Determination of first licence applications
- Management of the annual licence renewal process for CLC lawyers
- Maintenance and oversight of the CLC's public licensing register and data system
- Preparation of reports and reviews for the Council and its Senior Management Team on Authorisation issues
- Recording of data and maintenance of information about the annual Professional Indemnity Insurance renewal process for CLC practices
- Working with the CLC's External Relations team to maintain and raise the profile of the CLC as a responsive and supportive regulator
- Initiation and marketing of material for potential students, CLC lawyers and CLC practices

The Authorisations Manager will be responsible for:

- The co-ordination and oversight of the CLC's core licensing functions, including management of entry, appeals, onboarding, annual licence renewals, amendments of licences and exit from CLC regulation
- Analysis and review of licence applications to ensure they meet the CLC's standards and requirements for regulation within the requisite timescale
- Day to day oversight of credit and referencing agency checks and procurement process of same
- Management of internal information and records to record the life cycle and outcomes of licensing applications and ensuring the accuracy of the CLC's published register of licenced practitioners in compliance with GDPR requirements at all times
- Recording and maintaining information about practices' Professional Indemnity Insurance to ensure they continue to meet the CLC's regulatory standards
- Ownership of licensing documentation, including drafting and publication of accurate and current information and guidance
- Meeting with potential licence applicants and practices to discuss their applications for regulation or amendment of existing licences
- Assessment of licence applications and presentation of recommendations for decision

- Preparation of marketing material and resources for potential students, CLC lawyers and CLC practices in collaboration with the CLC's External Relations team and PR agency
- Provision of high-quality briefings, advice, reports and proposals

The successful candidate will have experience of:

- Stakeholder management within public/consumer/client facing roles
- Establishing positive relationships
- Shaping and managing operational systems
- Business case analysis - analysing corporate, financial or compliance information and assessment of business cases
- Setting standards
- Motivating and supervising others
- Managing and prioritising a multi-disciplinary workload
- High standard of written and verbal communication
- Attention to detail

This is a full-time role. CLC works across England and Wales and travel to various locations may be required from time to time. Its headquarters are in London.