

Job Description and Person Specification

Job Description: Lawyer

Grade	3 – Technical Specialists
Reporting to	Head of Legal
Working closely with	Chief Executive, Director of Regulation and Accreditation, Head of Legal, Lead Lawyer, Lawyers/Legal Reviewers, Scrutiny Officers, Team Co-ordinator and Data Administrator, external solicitors, external Counsel, and the regulators.
Main purpose of the job	To conduct detailed reviews of fitness to practise decisions and the evidence, making written recommendations in relation to potential appeals under section 29 of the 2002 Act of fitness to practise decisions made by the 10 regulators that the PSA oversees.
Working conditions: (i.e. shift work, flexi time, overtime)	<p>The appointment is full-time, 37 hours per week. Due to the nature of the work, occasional attendance beyond the organisation’s core working hours may be required. Flexi time is available.</p> <p>Occasional travel may be required..</p>
Key tasks and responsibilities	<p>To conduct detailed reviews of individual decisions made by the fitness to practise panels of the 10 regulators that the PSA oversees, assessing whether or not those decisions meet the legal threshold for an appeal under section 29 of the 2002 Act.</p> <p>To act as a decision maker for section 29 case meetings.</p> <p>To identify and draft learning points to be fed back to the regulators and to assist in the</p>

dissemination of feedback and any related correspondence.

To assist the Head of Legal in preparing and delivering training internally and externally concerning fitness to practise and the PSA's work.

To conduct legal research and provide legal advice, as required.

To assist the Head of Legal and any external legal advisers in the management of cases and potential appeals under section 29 of the 2002 Act or judicial review proceedings. This includes holding and progressing a caseload through our process.

To assist the Head of Legal in preparing papers for Scrutiny Committee and Board, as required.

To work with other teams within the PSA to provide advice in respect of fitness to practise, where required.

To carry out the initial consideration and analysis of determinations notified to the PSA by the regulators, in accordance with the published section 29 process, where required.

and any other duties that can reasonably be assigned in relation to the grade of the post.

See pages 3 and 4 for the person specification.

Person Specification: Lawyer

	Essential	Desirable
Education, Qualifications and Training	Qualified lawyer (Barrister, Solicitor, CILEX, overseas qualified)	Current Practising Certificate from a regulator in the UK (or meets all requirements to obtain one within a short timeframe).
Special Skills / Knowledge	<p>A thorough understanding of fitness to practise legislation, processes and case law</p> <p>Strong analytical skills with excellent attention to detail</p> <p>Organisational and time management skills, including the ability to prioritise work and work to deadlines.</p> <p>High level written and oral communication skills, including the ability to write detailed reports and communicate complex concepts clearly</p> <p>Team working, including a flexible approach and the ability to work effectively in a small organisation and team</p> <p>A commitment to equality, diversity and inclusion</p>	Sound knowledge of the regulation of the health and care professions regulators that the PSA oversees
Experience	<p>Working with internal and external stakeholders at all levels</p> <p>Working within a statutory framework</p> <p>Writing detailed legal reports</p>	<p>Conducting statutory appeals/judicial review proceedings</p> <p>Post-qualification experience as a lawyer in the UK</p>

Providing legal advice as a lawyer to clients or an employer

Working within a fitness to practise function in a regulatory body

Working with external lawyers

Public speaking/giving presentations

Managing their own caseload