

Job Description and Person Specification

Job Description: Legal Review and Operations Officer

Grade	2 – Officers and Advisers
Reporting to	Lead Lawyer, Section 29 team
Working closely with	Legal Reviewers, Legal Administrators, Lawyers, Lead Lawyer, Head of Legal, Concerns Officer, Performance Review team, and others within the Regulation and Accreditation Directorate. Staff within the regulatory bodies (in particular in relation to fitness to practise matters).
Main purpose of the job	<p>Ensuring the efficient coordination and administration of the work of the team and particularly its section 29 process.</p> <p>To review and analyse cases under the PSA’s section 29 process, making decisions on the PSA’s action. To analyse and evaluate relevant appeals and case data.</p>
Working conditions: (i.e. shift work, flexi time, overtime)	<p>The appointment is full-time, 37 hours per week, on a 12 month fixed term basis.</p> <p>Due to the nature of the work, occasional attendance beyond the organisation’s core working hours may be required. Flexi time is available.</p>
Key tasks and responsibilities	<p>To consider and analyse fitness to practise panel decisions, or other types of decisions, notified to the PSA by the 10 health care regulators on whether there are any identifiable concerns and evaluating its sufficiency. To ensure that these reviews are completed within the relevant KPIs and statutory deadlines, and to the required standard.</p>

Line manages and supervisors Legal Administrator(s).

To oversee and ensure the efficient administration, coordination and supervision of the section 29 process, CMS, manuals and case files, and monitoring of cases at different stages within the s29 process. To carry out case management and administration tasks.

To be a lead contact regarding the maintenance of the section 29 CMS (including liaising with the IT support and/or the regulatory bodies where appropriate).

To be accountable for coordinating (and ensure the prompt updating of) the provision of information about the team's work to internal and external stakeholders. This will require collating and analysis of case data and appeals.

To act as a decision maker for section 29 case meetings in deciding whether to appeal a fitness to practise panel decision.

To identify (and draft) learning points to be fed back to the regulators and to assist in the administration of feedback arrangements.

To work with other teams in respect of the section 29 process and responses to individual cases, where required.

To conduct legal research and deliver training, as required.

To assist the Head of Legal or Lead Lawyer and any external legal advisers in relation to potential appeals under section 29 of the 2002 Act, judicial review or other types of proceedings, where required.

To have day to day responsibility for financial administration within the team, assisting senior staff in relation to budget forecasting and monitoring of all expenditure and income, where required.

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

See pages 4 and 5 for the person specification.

Person Specification: Legal Review and Operations Officer

	Essential	Desirable
Education, Qualifications and Training		
Special Skills / Knowledge	<p>Organisational skills and the ability to prioritise work and work to deadlines</p> <p>Strong analytical skills and excellent attention to detail</p> <p>Strong coordination skills</p> <p>Interpersonal and communication skills, including the ability to communicate complex concepts effectively and simply</p> <p>Good drafting skills</p> <p>Flexibility and the ability to work effectively in a small organisation and within a small team</p> <p>Knowledge of databases/case management systems</p> <p>Numerate and ability to work comfortably with figures and statistics.</p> <p>A commitment to equality, diversity and inclusion</p>	<p>Knowledge of the regulatory bodies' fitness to practise legislation and processes</p> <p>Project management skills</p> <p>Staff management and/or supervision skills, or equivalent</p> <p>Understanding of statistics and the production of statistical data</p> <p>Understanding of how to deal with concerns from members of the public.</p> <p>Knowledge of issues affecting healthcare regulatory bodies</p>
Experience	<p>Knowledge of the regulatory bodies' fitness to practise legislation and processes</p> <p>Project management skills</p>	<p>Experience in staff management and/or supervision, or equivalent</p>

Understanding of statistics and the production of statistical data

Understanding of how to deal with concerns from members of the public.

Knowledge of issues affecting healthcare regulatory bodies

Experience of working with complainants

Project management experience

Experience of working within a statutory framework.