

Job description and person specification

Job Description: Head of Legal

Grade	5 – Heads of Functions
Reporting to	Director of Regulation and Accreditation
Working closely with	Chief Executive, Lead Lawyer, Lawyers/Legal Reviewers, Senior Scrutiny Officers, Team Co-ordinator and Data Administrator, external solicitors, external Counsel, and the Regulators.
Main purpose of the job	To lead the PSA’s section 29 function, including advising the Director of Regulation and Accreditation and the Chief Executive 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, and to conduct the litigation on behalf of the PSA.
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 lead the section 29 function, ensuring this is carried out in line with the PSA’s statutory remit and identifying opportunities for improvement.</p> <p>To advise the Director of Regulation and Accreditation and the Chief Executive in relation to potential appeals under section 29 of the 2002 Act of fitness to practise decisions made by the regulators that the PSA oversees.</p> <p>To manage section 29 appeals and to be responsible for the instruction of Counsel.</p>

To manage the relationship between the PSA and the PSA's external solicitors and Counsel in order to ensure that the PSA's needs in terms of legal advice are met and costs are accurately budgeted for and managed.

To provide advice to the Chief Executive, Senior Management Team, Scrutiny Committee and Board on the PSA's section 29 function, including drafting and presenting papers for relevant meetings.

To provide regular training on relevant case-law and practice concerning fitness to practise for members of the section 29 team, the Board, other PSA staff and externally as relevant.

To support the Chief Executive and Executive Leadership Team (ELT) in the running of the organisation as a member of the Senior Management Team (SMT).

To provide expert advice to the policy team on policy issues and responses to consultations in respect of fitness to practise. This includes contributing to advice and responses to consultation relevant to regulatory reform and contributing to planning for operational readiness for reform.

To negotiate and manage contracts with external providers and to lead on the tender for legal services, either by way of the NHS Resolution Framework or other alternative. Provide oversight and advice to the Director of Regulation and Accreditation and the Chief Executive on section 29 budget and expenditure.

To provide expert input to the annual performance review of the regulators in relation to the fitness to practise function.

To support regulatory investigations, working with other Regulation and Accreditation team members and external solicitors, as required.

To sit as a decision maker on section 29 case meetings and, if wished, on other panels making decisions on behalf of the PSA.

To line manage the Lead Lawyer and Lawyers/Legal Reviewers

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: Head of Legal

	Essential	Desirable
Education, Qualifications and Training	Current practising certificate entitling the conduct of litigation and instruction of counsel	
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</p> <p>Team working, including a flexible approach and the ability to work effectively in a small organisation</p> <p>Sound knowledge of issues relevant to health and care regulatory bodies</p> <p>A commitment to equality, diversity and inclusion as a leader and manager</p> <p>Leadership and staff management</p>	An understanding of the regulation of the health and care professions regulators that the PSA oversees

Experience

Working as a qualified lawyer, managing their own caseload, working with external lawyers and conducting litigation

Experience of working within a fitness to practise function in a regulatory body

Working with internal and external stakeholders at all levels

Being responsible for the operational delivery of a service or function

Contract and budget management

Working within a statutory framework

Public speaking/giving presentations