

Job description and person specification

Job description: Lead Lawyer

Grade	4 - Manager
Reporting to	Head of Legal
Working closely with	Chief Executive, Director of Regulation and Accreditation, Senior Scrutiny Officer, Team Coordinators, Data Administrator and other Regulation and Accreditation staff. Colleagues in the Policy and Communications Directorate.
Main purpose of the job	<p>To oversee and manage the initial stages of the PSA's section 29 process, including managing a small team.</p> <p>To lead on the PSA's overall approach to learning points which are sent to the 10 regulators we oversee.</p>
Working conditions: (i.e. shift work, flexi time, overtime)	<p>The appointment is full-time, 37 hours per week on a 12-month contract. 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 oversee and manage the initial review stage of the PSA's consideration of individual decisions made by the fitness to practise panels of the 10 regulators that the PSA oversees, ensuring that targets are met, and the work is completed on time and to the required quality.</p> <p>To supervise and manage a small team responsible for undertaking initial reviews and</p>

to quality assure their work and work to continually improve the initial review stage process.

To lead on the PSA's overall approach to learning points that are identified through the analysis of cases and sent to the regulators.

To act as a decision-maker for section 29 case meetings and, if required, on other decision-making panels on behalf of the PSA.

To deputise for the Head of Legal as required.

To assist the Head of Legal and any external legal advisers in relation to potential appeals under section 29 of the 2002 Act or judicial review proceedings.

To conduct detailed reviews of individual fitness to practise panel decisions, assessing whether or not those decisions meet the legal threshold for an appeal under section 29 of the 2002 Act.

To conduct legal research and provide legal advice, as required, in relation to the work of the Regulation and Accreditation Directorate. Where required, to work with and provide advice to colleagues in Policy and Communications, and Corporate Services.

To assist the Head of Legal in preparing and delivering relevant internal and external training.

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

See page 3 for the person specification.

Person specification: Lead Lawyer

	Essential	Desirable
Education, Qualifications and Training	Current practising certificate	Current practising certificate entitling the conduct of litigation and instruction of counsel
Special Skills / Knowledge	<p>A thorough understanding of fitness to practise legislation and processes of the regulators the Authority oversees</p> <p>Strong analytical and legal research skills with excellent attention to detail</p> <p>Ability to prioritise work and work to deadlines</p> <p>High level written and oral communication skills, including ability to communicate complex concepts clearly</p> <p>Flexibility and the ability to work effectively in a small organisation</p>	<p>An understanding of the regulation of the health and care professions regulators that the PSA oversees</p> <p>Knowledge of issues affecting healthcare regulatory bodies</p> <p>A commitment to equality, diversity and inclusion as a leader and manager</p>
Experience	<p>Leadership and/or staff management experience, or similar experience</p> <p>Post-qualification experience as a regulated lawyer in the UK</p> <p>Experience of working with internal and external stakeholders at all levels</p>	<p>Being responsible for the operational delivery of a service or function</p> <p>Experience of conducting statutory appeals/judicial review proceedings</p>

Experience of working within a statutory framework

Experience of writing detailed legal reports

Experience of providing legal advice as a lawyer to clients or an employer

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

Experience of giving presentations

Experience of managing their own caseload