

# Role Information

## Regulatory Solicitor



### Role Details

Role title	Regulatory Solicitor
Unit	Regulatory Investigations
Contract type	Permanent
Grade	8
Salary range	£46,605 to £51,780
Responsible to	Head of Regulatory Investigations
Responsible for	Not applicable

### Role Purpose

The **Regulatory Solicitor** has a key role in helping ensure we achieve best regulatory practice in our regulatory investigations and that our investigation and adjudication process adheres to the law. This involves quality assuring casework as well as developing the infrastructure and internal knowledge/skills base that supports effective casework. It also involves instructing Presenting Officers who act for GTC Scotland as part of fitness to teach hearings and any appeals/litigation associated with fitness to teach casework.

### Role Outline

#### Responsibilities of All GTC Scotland Employees

- ❖ Commit to GTC Scotland's values and principles
- ❖ Understand that our communities improve through the provision of strong and effective education, and you have a role in helping that happen
- ❖ Take ownership and responsibility through your work
- ❖ Be self-aware, understanding your own strengths and areas for development
- ❖ Be a restless learner, seeking opportunities for your own growth
- ❖ Deliver work effectively to ensure impact
- ❖ Work collaboratively to share and develop expertise
- ❖ Ask for help when you need it
- ❖ Be flexible and adaptive to meet our needs and those of our registrants
- ❖ Actively find and develop solutions to issues

#### Role Specific Responsibilities

- ❖ Quality assure and audit regulatory investigation cases, decision-making and hearings and produce reports on these reviews for the Regulatory Investigations Manager and Head of Regulatory Investigations to identify areas for improvement/learning. Coordinate any Council or Council Committee process that relates to this activity (e.g. Decision Process Review Group).

- ❖ Research, network and horizon scan to produce reports and advice on best regulatory practice and current law related to regulatory casework and make recommendations for improvement/action as well as provide appropriate training.
- ❖ In liaison with the Regulatory Investigations Manager as appropriate, review and revise regulatory casework process, templates, guidance and other related materials to ensure this framework is compliant with Rules, law, applicable policy and represents best regulatory practice.
- ❖ Coordinate Fitness to Teach Rules and related policy change requirements identified within the Regulatory Investigations functional area so that these can be taken forward appropriately through the Policy function.
- ❖ Instruct the GTC Scotland Presenting Officers in regulatory casework to ensure they are delivering in line with requirements.
- ❖ Provide instructions and manage Court of Session appeals, judicial reviews or any other litigation related to regulatory casework under oversight of the Head of Regulatory Investigations.
- ❖ Support and advise on the investigation or adjudication of cases that are legally complex or high risk as required.
- ❖ Support the appointment of Legal Assessors (who provide independent legal advice to Fitness to Teach Panels) and the continuous review of their standard of advice, service and performance in line with their terms of appointment.
- ❖ In collaboration with other colleagues as appropriate, train, develop and support Fitness to Teach Panel members, Council members and employees in the context of the regulatory investigations function, related law and best regulatory practice as required.
- ❖ Perform other duties that may be reasonably required within the scope of your role as assigned to you.

## Person Specification

	Criteria
Qualifications and Training	<b>Essential</b>
	Bachelor of Laws degree (LLB or LLB (Hons) (SCQF Level 9 or SCQF Level 10 respectively) and Post Graduate Diploma in Legal Practice or equivalent (SCQF Level 11)
	Evidence of ongoing professional learning
	<b>Desirable</b>
	Bachelor of Laws with Honours degree (LLB (Hons)) and Post Graduate Diploma in Legal Practice or equivalent (SCQF Level 11)
Knowledge, Skills and Experience	<b>Essential</b>
	Role qualifying experience as a solicitor in a relevant sector
	Experience in regulatory casework or equivalent
	Experience in building and maintaining effective working partnerships with internal and external users and partners
	Evidence of effective legal decision-making and advice
	Understanding of effective legal/regulatory casework
	High quality written skills
	High quality research and analytical skills
	Good digital literacy including competency with Microsoft 365 applications (including Outlook, Teams, Word, Excel, PowerPoint, SharePoint, Dynamics)
	An understanding of professional regulation
	<b>Desirable</b>
	An understanding of the political educational context and the impact for GTC Scotland

	Experience working for or with a regulatory body
	An understanding of the statutory and corporate governance frameworks within which GTC Scotland operates
<b>Personal Qualities</b>	<b>Essential</b>
	Excellent communication
	Strong influencing and advocacy skills
	Strong ability to work with others to develop shared solutions to complex issues
	Self-directed, excellent planner and organiser
	A commitment to excellence
	Ability to maintain absolute confidentiality and discretion
<b>Special Conditions</b>	<b>Essential</b>
	Membership of Law Society of Scotland
	<b>Desirable</b>
	Not applicable