

Role Information

Regulatory Investigations Officer



Role Details

Role title	Regulatory Investigations Officer
Unit	Regulatory Investigations
Contract type	Permanent
Grade	6
Salary range	£40,677 to £45,195
Responsible to	Lead Regulatory Investigations Officer
Responsible for	Not applicable

Role Purpose

The **Regulatory Investigations Officer** carries out all aspects of fitness to teach casework covering investigations, case adjudication, decision-making as well as the officer support associated with fitness to teach hearings. The Regulatory Investigations Officer must ensure throughout that cases are investigated properly and determined fairly and lawfully with reference to applicable policy, guidance and any defined process.

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

- ❖ Review fitness to teach referrals, case plan, investigate appropriately, compile and analyse evidence, write investigation reports and make decisions and recommendations on allocated cases in accordance with the GTC Scotland Fitness to Teach Rules and any applicable policy, guidance and defined process.
- ❖ See allocated cases through the process of adjudication by Fitness to Teach Panels to the point where a final decision is issued in accordance with the GTC Scotland Fitness to Teach Rules and any applicable policy, guidance and defined process. This means

managing solely all relevant arrangements to ensure the smooth running of hearings and acting as the key point of contact for all those involved throughout. This includes issuing case management directions and chairing case management discussions, providing procedural advice as well as assisting Panels in identifying and drafting the findings of fact along with sufficient reasons for its decisions.

- ❖ Respond to casework related enquiries and communicate in cases as required.
- ❖ Under the oversight of the Regulatory Investigations Manager, train and develop panel members and other GTC Scotland employees with reference to regulatory investigations. This might include activities such as delivering seminars/conferences, developing podcasts and other web content, and preparing panel member newsletter content.
- ❖ Assist the Regulatory Solicitors and Regulatory Investigations Manager in developing practice statements, web content, guidance, templates and support materials for regulatory investigation work as required.
- ❖ Assist the Regulatory Investigations Manager with the development and ongoing implementation of effective and efficient processes, procedures and key performance indicators to support their continuous improvement.
- ❖ Perform other duties that may be reasonably required within the scope of your role as assigned to you.

Person Specification

	Criteria
Qualifications and Training	Essential
	Batchelor Degree or equivalent qualification (SCQF level 9), or equivalent attested vocational or work-based training
	Evidence of ongoing professional learning
	A legal or investigation qualification
	Desirable
	Not applicable
Knowledge, Skills and Experience	Essential
	Experience in regulatory casework or equivalent
	Experience in building and maintaining effective working partnerships with internal and external users and partners
	Evidence of effective decision-making and advice
	Understanding of effective 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
	Desirable
	A good understanding of the political educational context and the impact for GTC Scotland
	Experience working for or with a regulatory body
	A good understanding of the statutory and corporate governance frameworks within which GTC Scotland operates
Personal Qualities	Essential
	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
	Desirable
	Not applicable
Special Conditions	Essential
	Not applicable
	Desirable
	Not applicable