

Role Information

Regulatory Investigations Officer

Role details

Role title: Regulatory Investigations Officer

Department: Regulatory Investigations

Contract type: Permanent

Grade: 6

Salary range: £41,898 to £46,551

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

- 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 panel meetings and 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 to Panels during panel meetings and hearings as well as assisting Panels in identifying and drafting the findings of fact along with sufficient reasons for its decisions.
- 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.
- Respond to casework related enquiries and communicate in cases as required.
- Under the oversight of the Regulatory Assurance and Improvement Manager and Regulatory Case Manager, assist in the training and development of 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 in developing practice statements, web content, guidance, templates and support materials for regulatory investigation work as required.

- Assist the Regulatory Assurance and Improvement Manager and Regulatory Case 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

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
- An investigation qualification or agreement to undertake an 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



The General Teaching Council for Scotland

We are the independent regulator for teachers in Scotland. We work to enhance trust in teachers in the public interest by setting, upholding and promoting high standards.

Website: www.gtcs.org.uk

Email: gtcs@gtcs.org.uk