

# Professionals Regulation Lawyer (Investigations)

**Location:** Canary Wharf, London

**Reports to:** Professionals Regulation Team Manager

**Grade:** C

## Job purpose

To act as an advisor to those investigating fitness to practise concerns and ensure that the GPhC conducts proportionate and fair investigations whilst referring cases to the Investigating Committee (IC) only when it is appropriate to do so, in line with policies and procedures.

Making sure cases presented to the Fitness to Practise Committee (FtPC), including interim order applications (IOs) have been investigated in a timely, proportionate, and cost-effective manner and are ready to be considered.

Provide legal advice and support at all stages allowing staff to actively investigate matters of regulatory concern. Assist Case Officers and Casework Manager to produce clear, accurate, swift and proportionate investigations appropriate for consideration against the threshold criteria. Review and advise on older cases where required.

To act as an advocate representing the GPhC before short fitness to practise hearings including interim order applications or review hearings where necessary, and make sure that all cases are prepared and presented to a high standard in a timely and cost-effective manner.

## Main accountabilities

- Work proactively with colleagues, advising on the development of investigation plans, supporting with case investigation strategy, the drafting of allegations, admissibility of evidence and recommendations for the disposal of cases.
- Advise on court applications for disclosure and in conjunction with other team members as required, collate evidence including witness statements.
- Liaise with internal and external stakeholders to ensure active progression of investigations and to reach the most appropriate resolution at the earliest opportunity.

- Progress cases referred by way of interim order or direct referral, working with colleagues to conduct a full and thorough investigation within the target timeframes.
- Following referral of cases by the Registrar or IC, ensure cases where further investigation is required are progressed to a hearing in a timely way, whilst complying with the relevant statutory instruments, legislation, case management directions and GPhC quality and service standards.
- Ensure compliance with the GPhC's objectives and targets around quality, timeliness and cost; recording data accurately and assisting with the production of any management information.
- Provide general advice and/or training regarding legal matters, disclosure, case theory, regulatory concerns, the threshold criteria, good decision making etc.
- Supervise and direct the work of more junior team members. Encourage and support more junior colleagues to develop their knowledge and skills.
- Provide peer to peer support and review of work. Line manage Paralegals or more junior members of staff where required.
- Contribute towards wider policy and legal development work across the organisation and other work as required; feeding into service improvements through participation in team meetings and other groups.
- Working collaboratively across the enforcement portfolio to ensure the right regulatory outcome is achieved at the earliest opportunity.
- Maintain up to date knowledge of fitness to practice, regulatory case law and best practice including any guidance issued by the PSA and briefing colleagues accordingly.
- Appear as an advocate before the GPhC's Fitness to Practise Committee where required.

Knowledge and skills for this job	Essential	Desirable
Evidence of having worked successfully as a team member, with the ability to provide positive support and encouragement to colleagues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proven experience of managing a full personal caseload.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High levels of skill and experience of investigations and the preparation of cases for a hearing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Detailed knowledge of investigative methods; rules of evidence, human rights, tribunal, regulatory caselaw and procedure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The ability to assimilate, understand, interpret and explain complex legislation, including that relating to medicines and controlled drugs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrable evidence of an ability to analyse, manage and problem solve complex and sensitive issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A minimum of 3 years PQE as a Solicitor or Barrister or equivalent experience, with a strong background in investigating and advising others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Knowledge and skills for this job	Essential	Desirable
Evidence of success in developing and implementing new systems and procedures in a comparable function and using information and communication technology.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Proven experience of witness handling and presenting a variety of cases before fitness to practise committees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Familiarity of data protection and freedom of information law.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Familiarity with having conducted successful appeals and/or private prosecution cases.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The knowledge and skills required for this role may change according to the needs of the GPhC and you will be required to perform any other reasonable duties as may be assigned from time to time.