

Decision Writer (Professional Regulation)

Location: Hybrid (Homeworking or at our offices in Canary Wharf)

Reports to: Head of Professional Regulation (Casework and Resolution)

Job purpose

To review and draft decisions on completed fitness to practise investigations, whilst advising and providing direction where further investigation is required.

Main accountabilities

- Working within the legislative framework and under delegated powers from the Registrar, make decisions on fitness to practise investigations against the threshold criteria.
- Analyse and consider different types of evidence gathered during an investigation, including responses from pharmacy professionals.
- Reach a proportionate decision against the threshold criteria taking into account, actual and potential risk, the confidence in the pharmacy profession, the nature of the failure to meet the standards and the honesty and integrity of the professional.
- Provide guidance, quality assurance and coaching to colleagues to ensure matters are progressed to achieve a proportionate, fair, and timely resolution.
- Draft measured and well-reasoned decisions clearly and draft advice or guidance where this is appropriate.

Knowledge and skills for this job	Essential	Desirable
Significant decision-making experience in a regulatory or similar context.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to provide clear and concise written advice and decisions, whilst maintaining a person-centred approach.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of regulatory procedures and/or experience of working for a regulator.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to quickly grasp relevant legislation, caselaw, internal policy and processes, as well as other regulatory requirements. Make confident, proactive and well-reasoned decisions that can be communicated simply, efficiently and effectively.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Knowledge and skills for this job	Essential	Desirable
Skilled at effectively managing your own time and working to strict timescales.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Apply the relevant management systems, procedures, policies and training related to risk management, health and safety, information security, data protection and business continuity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Apply and manage the diversity and equality policy and practice pertinent to the role.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of casework.	<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.