

## Professionals Regulation Lawyer (Advocacy)

**Location:** Canary Wharf, London

**Reports to:** Senior Lawyer

**Grade:** C

### Job purpose

To act as an advocate representing the GPhC and presenting cases in various fitness to practise hearings, including principal hearings and principal hearing reviews, interim order applications or interim order review hearings, high court extensions, illegal practice, and restoration applications.

To make sure all cases are prepared and presented to a high standard in a timely and cost-effective manner, escalating to senior legal staff where necessary. Work collaboratively as part of professional regulation (Fitness to Practise) to make sure that the GPhC conducts and presents a proportionate and fair case before the Investigating Committee (IC) and the Fitness to Practise Committee (FtPC) when it is appropriate to do so, in line with policies and procedures, and in a timely manner.

To make sure that cases referred by the IC proceed to hearing or other appropriate disposal in line with the GPhC's objectives and targets for quality and timeliness whilst providing advice on the ongoing monitoring of cases following an interim or final sanction.

To provide supervision and support the development of paralegals and other junior colleagues.

### Main accountabilities

- Effectively manage, prepare and present cases before the GPhC's Fitness to Practise Committee including all pre- and post-hearing activities.
- Liaise with internal and external stakeholders to ensure active progression of cases and to reach the most appropriate resolution at the earliest opportunity.
- Support and advise colleagues to develop investigation plans, determine evidence required, draft allegations, provide advice and recommendations for the disposal of cases which are likely to require consideration by the FtPC.
- Advise on cases referred by way of interim order or direct referral to ensure progress is made to conduct a full and thorough investigation within the target timeframes.

- Following referral of cases by the Registrar or IC, progress cases to a hearing 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 including updating of GPhC file management systems.
- Provide general advice and/or training regarding legal matters, case preparation, disclosure etc and supervise and direct the work of junior team members, whilst encouraging and supporting the development of their knowledge and skills.
- Provide peer to peer support and review of work and work collaboratively across the enforcement portfolio to make sure the right regulatory outcome is achieved at the earliest opportunity.
- Supervise and support Paralegals and junior members of the team where required.
- Contribute towards wider policy and legal development work across the organisation and other work as required. Feed into service improvements through participation in team meetings and other groups
- 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.

Knowledge and skills for this job	Essential	Desirable
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"/>
Proven experience of witness handling.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A minimum of 3 years PQE as a solicitor or barrister or equivalent experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evidence of advocacy before a variety of tribunals.	<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"/>

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 type="checkbox"/>	<input checked="" type="checkbox"/>
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"/>
Experience of having presented 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"/>
Higher rights of audience or the desire to gain them.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The knowledge and skills required for this role may change according to the business needs of the GPhC.