

PERSON SPECIFICATION

Lay Member, Fitness to Practise Panel

ATTRIBUTE	ESSENTIAL	DESIRABLE
Values and Behaviours	<ul style="list-style-type: none">• Committed to the values that underpin the Nine Principles of Public Life.• Committed to ensuring a fair and transparent process and ensuring all parties involved in a hearing can understand proceedings and fully participate.• Understands the importance of confidentiality and ensuring confidentiality is maintained.• Working collaboratively with others, respecting different viewpoints, building good working relationships with other Panel members and Regulatory Improvement and Hearings staff.• A willingness to increase and share own knowledge and understanding of issues through reading, discussion and training.• Understands and can apply the principles of equality and diversity.• Accountable for the quality of the hearing process and decisions made.	<ul style="list-style-type: none">• Awareness of trauma informed practice and the Trauma Informed Justice framework

<p>Skills</p>	<ul style="list-style-type: none"> • Reading, understanding and analysing large amounts of complex information. • Ability to make difficult decisions within time constraints. • Ability to frame questions to obtain relevant information, sometimes in relation to sensitive matters. • Using own personal and/or professional knowledge and experience to contribute to discussions so that decisions are made in a balanced and informed way. • Ability to listen, actively, for sustained periods of time and take accurate notes. • Can communicate with a variety of people with different levels of understanding. • Recognising when it is appropriate to seek professional or specialist advice. • Confident ability to work with digital technology and attend online hearings. 	
<p>Qualifications and Experience</p>	<ul style="list-style-type: none"> • Handling difficult situations sensitively while working within rules and procedures. 	<ul style="list-style-type: none"> • Qualified to SCQF Level 6 or equivalent. • Service on a Tribunal, Board, Panel, or similar. • Experience of working with the public. • Experience of making decisions in the public interest.

		<ul style="list-style-type: none"> • Experience of using digital technology in a hearing environment or similar.
<p>Special Conditions</p>	<ul style="list-style-type: none"> • The role requires occasional travel to Dundee, or other locations throughout Scotland, to attend hearings and training events. Overnight stays in hotel accommodation are sometimes required. • The role requires attendance at online hearings. Access to a confidential space and internet connection are required. An iPad will be provided for access to papers for every hearing which are only provided electronically. Access to a second device is required to attend the hearing. • Typically, you will receive three to five weeks' notice of Temporary Order hearings and around two to three months' notice of Impairment Hearings, but you may be asked to attend a hearing with very little notice on occasion. • Time commitment varies depending on the number of hearings and the number and availability of members. While the expectation is that members are available for 20 days of hearings, the average time commitment for lay Panel Members in the last year was 18 days. We are flexible and this will be discussed at interview. 	

