

PERSON SPECIFICATION

Chair, Fitness to Practise Panel

| ATTRIBUTE | ESSENTIAL | DESIRABLE |
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| Values and Behaviours | <ul style="list-style-type: none"> • Committed to the values that underpin the Nine Principles of Public Life. • Understands and can apply the principles of equality and diversity. • Committed to ensuring a fair and transparent process. • Accountable for the quality of the hearing process and decisions made. • Understands the importance of confidentiality and ensuring that confidentiality is maintained. • Working collaboratively with others, respecting different viewpoints, building good working relationships with other Panel members and Hearings staff. • A willingness to increase and share own knowledge and understanding of issues through reading, discussion and training. | |
| Skills | <ul style="list-style-type: none"> • Providing clear concise legal advice on matters of regulatory law. • 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. | <ul style="list-style-type: none"> • Writing complex legal documents in plain English so that lay people can understand them. |

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| Skills continued | <ul style="list-style-type: none"> • 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. • Experience of and willingness to work with digital technology (all papers are provided electronically and many of our hearings take place online). | |
| Qualifications and Experience | <ul style="list-style-type: none"> • Currently practising as a solicitor or advocate in Scotland. • Have practised as a solicitor or advocate in Scotland for at least ten years. • Extensive litigation experience in the regulatory, civil or criminal law. • Experience of working in collaboration with others who are not legally trained. • Ability to handle difficult situations sensitively while working within rules and procedures. | <ul style="list-style-type: none"> • Experience of making decisions in the public interest. • Experience of using digital technology in a hearing environment or similar. • Experience of working in an environment with a customer service focus. |
| Special Conditions | <ul style="list-style-type: none"> • Hearings are usually held at our offices in Dundee or online. The role requires travel to Dundee to attend hearings and case management meetings and occasional training events, and online attendance at hearings and training. Travel to other locations throughout Scotland may be required on occasions. • Time commitment varies depending on the number of hearings and the number and availability of Chairs. Chairs need to be available for between 15 and 30 days each year. | |