

PERSON SPECIFICATION

Legally Qualified Chair, Fitness to Practise Panel

ATTRIBUTE	ESSENTIAL	DESIRABLE
Values and behaviours	• 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 and ensuring all parties involved in a hearing can understand proceedings and fully participate. • 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 Registration, Hearings and Improvement staff. • A willingness to increase and share own knowledge and understanding of issues through reading, discussion and training.	

	• Awareness of trauma informed practice and the Trauma Informed Justice framework. • A commitment to being open to feedback and modifying approaches to hearings in line with feedback provided.	
Skills	• Ability to provide clear, concise legal advice on matters of regulatory law. • Ability to read, understand and analyse 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. • Ability to prepare written outcomes that explain and justify decisions in an accurate, clear and concise manner. • 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.	

	• Ability to facilitate constructive panel discussion enabling all panel members to contribute to decision making. • Confident ability to work with digital technology and attend online hearings. • Writing complex legal documents in plain English so that lay people can understand them.	
Qualifications and experience	• Currently practising as a solicitor or advocate in Scotland. • Extensive litigation experience in regulatory, civil or criminal law. • Demonstrable experience of working in collaboration with others within a court or hearing environment with people who are not legally trained. • Demonstrable experience of handling difficult, complex and potentially traumatic situations sensitively while working within rules and procedures. • Demonstrable experience of writing complex decisions and/or legal advice in an accessible manner within time constraints.	• Experience of making decisions in the public interest. • Experience of working in an environment with a customer service focus.
Special conditions	• The role requires travel to Dundee, or on occasions other locations throughout Scotland, to attend hearings and occasional 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. A device will be provided for access to papers for every hearing which are only provided electronically. Access to a second device (such as a laptop) is required to participate in the hearing. • Typically, you will receive three to five weeks' notice of Temporary Order hearings and around six weeks' 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 Chairs. Chairs need to be available for between 15 and 30 days each year.	
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