

**PERSON SPECIFICATION**

**Chair, Fitness to Practise Panel**

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

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|   | <ul style="list-style-type: none"> <li>• Ability to make difficult decisions within time constraints.</li> <li>• Ability to frame questions to obtain relevant information, sometimes in relation to sensitive matters.</li> <li>• Ability to prepare written outcomes that explain and justify decisions in an accurate, clear and concise manner.</li> <li>• Ability to listen, actively, for sustained periods of time and take accurate notes.</li> <li>• Can communicate with a variety of people with different levels of understanding.</li> <li>• Recognising when it is appropriate to seek professional or specialist advice.</li> <li>• Ability to facilitate constructive panel discussion enabling all panel members to contribute to decision making.</li> <li>• Confident ability to work with digital technology and attend online hearings.</li> <li>• Writing complex legal documents in plain English so that lay people can understand them.</li> </ul> |  |
| <p><b>Qualifications and experience</b></p> | <ul style="list-style-type: none"> <li>• Currently practising as a solicitor or advocate in Scotland.</li> <li>• Have practised as a solicitor or advocate in Scotland for at least five years.</li> <li>• Extensive litigation experience in regulatory, civil or criminal law.</li> <li>• Experience of working in collaboration with others who are not legally trained.</li> <li>• Ability to handle difficult situations sensitively while working within rules and procedures.</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of making decisions in the public interest.</li> <li>• Experience of working in an environment with a customer service focus.</li> </ul> |

**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. 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 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.