

JOB PROFILE

Post: Solicitor

Responsible to: Senior Solicitor

Job purpose

The main purpose of the job is to investigate concerns raised about social service workers, provide legal advice on the course of action the Scottish Social Services Council (SSSC) should take and present cases at Panel.

Principal working contacts

- SSSC staff, in particular all staff within the Fitness to Practise department
- Social service workers and their employers
- Police, external solicitors, The Crown Office and Procurator Fiscal Service and Disclosure Scotland
- Care Inspectorate and other relevant regulatory bodies
- Fitness to Practise Panels

Main duties

- Providing legal advice about professional regulation, public administration and the SSSC's powers.
- Investigating concerns about social service workers, including noting of witness statements and gathering documentary evidence.
- Identifying, progressing and presenting cases where a Temporary Order is required.
- Making sure that investigations are carried out swiftly and in accordance with guidance.
- Communicating by telephone and in writing with the profession and interested parties about cases and general enquiries.
- Drafting reports, providing advice about the concerns that have been raised, analysing the evidence available and recommending a course of action.
- Presenting cases to Fitness to Practise Panels and presenting cases appealed to the sheriff court as and when required.
- Planning and managing workload effectively.
- Making sure the SSSC complies with all legal obligations including fairness, proportionality and confidentiality.
- Contributing to department and organisation wide project work.
- Contributing to development of department policy.

Other duties

The SSSC is a developing organisation and this job profile is a broad picture of the role at the time of writing. Duties may change over time.

This is not a contractual document and the successful candidate will be required to carry out any other reasonable duties that are needed to fulfil the purpose of the job.

The successful candidate should carry out their duties in a way that is mindful of our Health and Safety policies, procedures, guidance, practices and legislative requirements, taking reasonable care for their own safety and that of others who may be affected by what they do or fail to do while at work.