

KINGSLEY NAPLEY

Job Description

Title:	Regulatory Advocate (up to 18 months FTC)
Hours:	9.30am to 5.30pm, and as required
Working week:	Monday to Friday
Responsible to:	Practice Area Leader – Nicola Hill
Department:	Regulatory
Purpose of job:	To prepare and present cases before the Fitness to Practise panel to the Health and Care Professions Council (HCPC).
Specific Duties:	<p>Kingsley Napley acts for the HCPC preparing and presenting cases before their Fitness to Practise/disciplinary panels.</p> <p>The role will involve:</p> <ul style="list-style-type: none">• Considering papers in preparation for presentation at a hearing• Presenting a variety of hearings before the Fitness to Practise Panel of the HCPC• Liaising with the lawyer and legal assistant with conduct of the case• Liaising with the client• Reporting back on the outcome of the case• Assisting the Practice Area with necessary administrative tasks• Compliance with the SRA Handbook and where appropriate the BSB Handbook.• Undertaking hearings remotely using Microsoft Teams or a similar virtual platform.

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, changes will not be made without full consultation with the post holder.

Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity and expression, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

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Person Specification

Job Title: Regulatory Advocate FTC

	Essential
Education/Qualification:	<ul style="list-style-type: none">• We would expect the successful candidate to have a minimum of 2 years call/PQE• We would expect barristers to have secured tenancy and have been on their feet for at least a year• Excellent academic achievements with the LPC/BPTC qualification and a minimum 2:1 degree
Knowledge and Technical Ability:	<ul style="list-style-type: none">• Experience within Regulatory/ Professional Discipline or Criminal law• Extensive advocacy experience• Keeps up to date with their knowledge in the law• Ideally demonstrates an outstanding aptitude and expertise in Regulatory /professional discipline practice• Experience of working within a very busy environment where deadlines are clearly defined• Excellent attention to detail
Client Care and Business Development:	<ul style="list-style-type: none">• Prioritises work to ensure matters are progressed and deadlines are met, coping with conflicting demands• Builds trust and rapport with clients• Demonstrates excellent communication skills
Firm Wide skills:	<ul style="list-style-type: none">• IT literate in MS Office• Is familiar with time recording and billing• Knowledge of time recording software
Attributes:	<ul style="list-style-type: none">• Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity, Fairness, Commitment and Understanding• Promotes a collegiate environment, good team morale and a spirit of co-operation• Communicates effectively at all levels, both verbally and written• Has a positive, enthusiastic, conscientious and pro-active approach• Confidently expresses views and ideas, adapting style to suit the audience.

All applicants who are offered permanent or long term employment, or partnership, will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances