

Job description

Post: Regulation Professional Advisor

Responsible to: Senior Regulation Professional Adviser

Job purpose

Assist the Regulation Manager and senior staff in:

- Providing professional social service sector advice to the Fitness to Practise team on risk assessments, investigations, decisions and conditions relating to the fitness to practise of social service workers.
- Delivering organisational change within the directorate in relation to developments within social services relevant to the fitness to practise process.
- Designing, developing and delivering training to colleagues across the directorate about relevant social service matters.
- Establishing and maintaining effective links with organisations with key sector stakeholders to improve awareness and understanding of the role of fitness to practise.

Principal working contacts

Head of Registration Hearings and Improvement

Regulation Managers

Senior Regulation Professional Advisers

Staff at all levels within Fitness to Practise Department

Care Inspectorate and other relevant regulatory bodies

Social service workers and their employers

Members of the public, service users and carers

Main duties

- Use intelligence gained to make improvements to the service we deliver.

- Provide sector advice to members of the fitness to practise department, as requested, in relation to risk assessments, investigations, decisions and conditions relating to the fitness to practise of social service workers.
- Design, develop, deliver and evaluate sector-related training as required for colleagues across the Directorate.
- Monitor the fitness to practise conditions that have been placed on a worker's registration.
- Engage with social care, social work and children and young people organisations and other regulators in relation to developments within the sector.
- Liaise with external stakeholders in the social services sector including providing and/or presenting fitness to practise input at external events.
- Provide advice and guidance on Fitness to Practise Thresholds and Processes to employers.
- Carry out case management processes and recording in accordance with organisational requirements and standards.
- Carry out required research and reading to ensure up-to-date knowledge and awareness of social services practice.
- Contribute to project work from national policy drivers and developments as relevant to Fitness to Practice processes and practice.
- Make sure that all aspects of confidentiality are maintained throughout the investigation process.
- Plan and manage workload effectively, making sure that timescales and deadlines are met.

Other duties

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is expected over time the duties and responsibilities of the post will change.

Consequently, this is not a contractual document and post holders will be required to carry out other additional duties which are necessary to fulfil the purpose of the job and to respond positively to changing business needs.

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.