

Job Description

Job Reference:	EWC 22a
Job Title:	Executive Officer, Fitness to Practise
Grade:	Executive Officer
Reporting to:	Fitness to Practise Manager
Responsible for:	Not applicable
Location:	Cardiff
Contract:	Fixed term (12 months), full time (37 hours per week)

Purpose of Post:

Working to the Fitness to Practise Manager, the Executive Officer will provide administrative and executive support for the exercise of the EWC's functions in considering disciplinary cases involving education practitioners and their alleged unacceptable professional conduct, serious professional incompetence and conviction of a relevant offence, suitability for registration, Induction Appeals and ISO referrals.

Fitness to Practise hearings may be held virtually or in person. Where a hearing is held in person, the post-holder may be required to attend Committee meetings/hearings in North Wales, which will involve an overnight stay. Where overnight stays are necessary advance notice will be provided.

Responsibilities:

Under the direction of the Fitness to Practise Manager, the Executive Officer will:

Committees

- Co-ordinate the selection of members for Committees for meetings / hearings;
- Schedule Fitness to Practise Committee meetings / hearings and ensure their smooth running;
- Arrange briefing meetings with panel members, Presenting Officers and legal advisers;
- Liaise with all relevant parties due to attend a Committee meeting / hearing in order to confirm availability and dates;
- Act as Clerk at all disciplinary, suitability and Induction Appeal hearings / meetings (in person and virtually);
- Organise translation services and public access arrangements, as required; and
- Organise accommodation, refreshments and car hire for members and colleagues as required.

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Individual cases

- Administer casework, as required, in relation to discipline, suitability and Induction appeals;
- Maintain individual electronic and paper case files and filing systems;
- Assist the Fitness to Practise Manager in gathering relevant information in relation to specific cases, for example from the police, magistrates courts and registered persons / their representatives;
- Liaise with key parties in individual cases, in particular registered persons and their representatives, employers, witnesses, legal advisers, the EWC's presenting officer and Committee members; and
- Liaise with relevant stakeholders, such as at the Welsh Assembly, the Department for Education, Disclosure and Barring Service, other General Teaching Councils, the Teacher Regulation Agency and any other body appropriate.

Other

- Routinely input information to and update the EWC's case management system and casework report;
- Work with the Head of Fitness to Practise and the Fitness to Practise Manager in organising and delivering Annual and Chairs' training sessions for Committee members in respect of the EWC's fitness to practise work; and
- Undertake periodic research in relation to the EWC's fitness to practise work.

General

- Contribute to other administrative and executive work of the EWC as and when required;
- Ensure compliance with relevant legislation including the Welsh language, equality and data protection regulations; and
- Undertake any other duties as directed by the Fitness to Practise Manager, Head of Fitness to Practise or Director of Regulation, commensurate with the post and grade.

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Person Specification

Requirement	Essential	Desirable	Assessment
Education/Qualifications/Knowledge			
1.1 2 A Levels or equivalent qualification and/or relevant work experience	E		Application form
1.2 Strong IT skills, including working knowledge of MS Office packages, spreadsheets and databases	E		Application form/Interview
1.3 A working knowledge of data protection legislation.	E		Application form/Interview
Experience			
2.1 Experience of undertaking an administrative role within a busy environment	E		Application form/Interview
2.2 Experience organising meetings and making related arrangements e.g. venue, equipment hire, travel & accommodation etc.	E		Application form/Interview
2.3 Experience organising and maintaining electronic and paper filing systems		D	Application form
2.4 Experience of acting as Clerk at Hearings or formal meetings		D	Application form
Skills			
3.1 Excellent organisational skills with a methodical and structured approach to work with an eye for detail and an ability to prioritise tasks effectively	E		Application form/Interview
3.2 Excellent oral and written communication skills	E		Application form/Interview
3.3 Fluent Welsh speaker and ability to work through the medium of Welsh and English		D	Application form/Interview
Behaviours			
4.1 First rate inter-personal skills	E		Interview
4.2 Ability to work in a team and on one's own initiative	E		Application form/Interview
4.3 A commitment to confidentiality	E		Application form/Interview