

Job Title	Fiscal
Team	<ul style="list-style-type: none"> Professional Conduct Team
Reporting to	<ul style="list-style-type: none"> Disciplinary Proceedings Manager
Job purpose	<ul style="list-style-type: none"> To prosecute complaints alleging professional misconduct against Scottish solicitors to the Scottish Solicitors' Discipline Tribunal (SSDT) and represent the Law Society in unsatisfactory professional conduct appeals. To fairly represent the interests of the Law Society in any proceedings relevant to the exercise of our statutory functions. To provide legal advice and improve the way we handle prosecutions and appeals.
Key responsibilities	<ul style="list-style-type: none"> Manage a varied and complex caseload of prosecutions and appeals, progressing cases effectively in accordance with procedures, standards, deadlines and any key measures. Ensure cases are dealt with in a timely manner by prioritising work independently, managing your own workload and using problem solving skills to balance competing demands. Produce high quality and focused written work, including legal advice, pleadings, procedural documentation and correspondence with various parties. Present cases fairly and robustly at procedural and substantive hearings before the SSDT and in any relevant Sheriff Court proceedings, including examination and cross examination of witnesses, making case submissions and appearing at taxation. Obtain, analyse and assess all relevant information required for the effective management of cases, applying a proportionate level of attention to detail, awareness of the relevant legal framework and the wider regulatory environment. Develop and maintain effective working relationships with a wide variety of internal and external stakeholders, including the SSDT, complaint originators, solicitors and their representatives, relevant Law Society Committees and their Clerks.

- Ensure any statutory directions are enforced and take all reasonable steps to maximise the recovery of expenses awarded to the Law Society and the SSDT.
- Maintain accurate records and case information.
- Develop improved ways of working and assist with the implementation of change within the team.
- Perform any other reasonable duties that may be expected by the Law Society.

Date

TBC

Employee Specification

	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> • LLB and Diploma in Legal Practice • A Scottish solicitor with a current practising certificate 	<ul style="list-style-type: none"> • Notary public
Work experience	<ul style="list-style-type: none"> • Significant experience of at least one of the following: litigation (preferably civil litigation); administrative law; diligence; and or regulatory or disciplinary proceedings • Proven success in preparing and presenting cases before courts and tribunals • Significant experience of providing clear, accurate and succinct pleadings, legal advice and guidance 	<ul style="list-style-type: none"> • Experience of working as an in-house lawyer

- Used to delivering under pressure in a busy and demanding environment, working independently and problem solving to manage competing deadlines and priorities
- Experience of working and communicating effectively with a wide variety of stakeholders
- Well-developed IT skills across a range of business systems including Microsoft applications (including Teams), video conferencing applications and case management systems

Knowledge & skills

- Highly developed interpersonal and communication skills
- Excellent analytical skills and ability to understand and solve complex problems
- Ability to understand and consider broader organisational and strategic context
- Well-developed planning and organisational skills

Competencies & values

- Demonstrates our values of respect; openness; progress; integrity; and inclusion

- Demonstrates our competencies of personal responsibility; expertise and judgment; building relationships; and innovation
- Creates and maintains positive, professional and trusting working relationships with a wide range of people and can adapt communication style to different situations
- Motivated to improve performance
- Strong self-awareness including personal resilience, recognising impact on others and a commitment to learning

Other

- Some evening and out of normal hours work may be required
 - Ability to work effectively from home and from our Edinburgh office
 - Travel to attend SSDT Hearings (held around Scotland – usually Central Belt) or Sheriff Court hearings will be required
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