### Job Specification

### Hearings Officer - Fitness to Practise

### (Executive Officer Level)

**About CORU**

CORU regulates Health & Social Care Professionals.  Our role is to protect the public by promoting high standards of professional conduct, education, training and competence through statutory registration of health and social care professionals.

CORU was set up under the Health and Social Care Professionals Act 2005 (as amended).  It comprises the Health and Social Care Professionals Council and individual registration boards, one for each profession named in the Act.

The professions are; clinical biochemists, dietitians, dispensing opticians and optometrists,  medical scientists, occupational therapists, orthoptists, podiatrists, physiotherapists, psychologists, radiographers and radiation therapists, social care workers, social workers, speech and language therapists and counsellors and psychotherapists.  In the future, the Minister for Health may add other professions to be regulated by CORU.

**Data Protection**

CORU will process any personal data provided by you in connection with an application for this role in accordance with the General Data Protection Regulation and the Data Protection Acts 2018. The data will be kept for no longer than is necessary for the purposes for which that data are processed, and it shall be kept in a manner that ensures appropriate security of the data, including the unauthorised or unlawful data processing.

If your application is successful for this role, then your personal data will continue to be processed in accordance for the specified reason of the vacancy that you have applied to, and your data will not be held longer than is necessary. If your application is successful and you accept an offer of employment with CORU, then your personal data will continue to be processed in accordance with CORU personnel file management policy.

CORU may disclose the data that you provided on the application form to external sources for the following reasons – where an external assessor is assisting in the shortlisting or during interviews to the post which you have applied, and to internal and external auditors.

**Citizenship Requirements:**

Eligible Candidates must be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
2. A citizen of the United Kingdom (UK); or
3. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
4. A non-EEA citizen who has a stamp 4 visa: \* or
5. A person awarded international protection under the International Protection Act 2015, or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa: or
6. A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

\*Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

**About the Role**

The Legal Department currently has a vacancy for a Hearings Officer at the Executive Officer level.

Reporting to the Inquiries Manager, the Hearings Officer will facilitate Fitness to Practise hearings, ensuring complaints are handled promptly and that meetings and hearings are scheduled and conducted efficiently. The Hearing Officer will also support the Inquiries Manager with post-Inquiry responsibilities.

Additionally, the post holder will serve as the primary contact in CORU for all parties and their representatives involved in Fitness to Practise hearings.

**Key Responsibilities**

The Hearings Officer will:

* Assist and support the Inquiries Manager in managing Fitness to Practise operations and stay fully informed about all relevant policies, processes, and procedures.
* Oversee the scheduling of the Fitness to Practise hearings and ensure they are conducted according to specified procedures.
* Attend Fitness to Practice hearings following specified procedures and administer the oath or affirmation before witnesses give evidence at hearings or appeals, as required.
* Ensure the smooth conduct of hearings, liaise with all stakeholders, and maintain strict confidentiality of information and materials.
* Ensure that the Committee of Inquiry Procedures have been complied with, and monitor and report when deviations from them are necessary.
* Support Committee members and liaise with them to ensure hearings are completed promptly, providing advice on procedure and practicalities when needed.
* Organise and coordinate training events related to Fitness to Practice.
* Engage with various internal and external stakeholders, including the CORU team, Committee members, external lawyers, legal or medical assessors, Registrants, union representatives, witnesses, external service providers, and suppliers.
* Supervise the work of Clerical Officer(s)
* Assist the Inquiries Manager with the post-Inquiry, Council, and High Court actions.
* Assist with drafting official correspondence to internal and external stakeholders regarding Inquiry cases.
* Support the Inquiries Manager with administrative tasks related to the multi-party framework.
* Maintain the databases accurately, including the external alerts system, and update both the Register and the public-facing website with panel decisions as appropriate.
* Assist with projects associated with the Fitness to Practise team.
* Serve as the primary contact for all parties involved in a case (a complaint).
* Be proficient in using an electronic case management system and ensure it is kept fully up to date as each case advances through the disciplinary process.
* Participate in all training required for Fitness to Practise and support the Inquiries Manager in preparing training materials for the Committee.
* Conduct research to assist in informing policy, procedures and reports.
* Maintain administrative duties to ensure the effective operation of the Fitness to Practise unit.
* Undertake any other duties and responsibilities as may be assigned by the Inquiries Manager and Head of Legal Affairs and Fitness to Practise.

**Essential Qualifications and Experience:**

* At least two years of satisfactory experience in ***a similar role*** within a:

regulatory body, or

* A relevant third-level qualification or equivalent
* Previous experience of working with Committees or Panels within a quasi-judicial process and/or managing tribunal/committee-type processes
* Knowledge and understanding of working within a complex legislative framework and procedures.

**Essential Skills:**

* Hold a legal qualification at degree/diploma level and have at least two years post-qualification experience
* Strong interpersonal skills with the ability to effectively communicate with diverse groups of individuals
* Excellent organisational and planning skills with strong attention to detail
* Ability to effectively prioritise workload to meet timelines with minimal supervision, and ability to show flexibility and initiative in problem-solving
* An understanding of professional regulation or a willingness to develop this understanding
* Sound leadership skills to ensure that hearings and appeals run smoothly, along with the ability to manage a diverse group of stakeholders and to seek advice when appropriate
* Excellent oral and written communication skills, including demonstrated ability to present information to others confidently, clearly and succinctly
* ICT proficiency with sound working knowledge of Windows-based software packages, including word processing, spreadsheets, databases, electronic mail, and the internet
* Ability to work with confidentiality and discretion to a high degree is expected
* The ability to acquire knowledge and understanding of the Health and Social Care Professionals Act 2005 (as amended) and apply this knowledge as required.

**Desirable Requirements:**

* Have legal training or a legal background.

**Recruitment Process:**

Candidates will be notified of the outcome of interview **up to 5 working days** following the day of interviews, with the first day considered as the day after interviews.

It is likely that interviews for this position will take place in September 2025.

***This job description is intended as a basic guide to the scope and responsibilities of the position; it is subject to regular review and amendment as necessary.***