



Ag Rialáil Gairmithe Sláinte
agus Cúraim Shóisialaigh

Regulating Health +
Social Care Professionals

Job Specification

Higher Executive Officer Preliminary Proceedings Manager – Legal and Fitness to Practise

About CORU

CORU regulates Health and 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 designated professions under the Act are clinical biochemists, counsellors, dietitians, dispensing opticians, medical scientists, occupational therapists, optometrists, orthoptists, physical therapists, physiotherapists, podiatrists, psychologists, psychotherapists, radiation therapists, radiographers, social care workers, social workers and speech and language therapists. 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 ensure appropriate security of the data including the unauthorised or unlawful processing of data.

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 there is an external assessor 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:

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
- b) A citizen of the United Kingdom (UK); or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d) A non-EEA citizen who has a stamp 4 visa: * or
- e) 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
- f) 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:

Reporting to the Head of Legal Affairs and Fitness to Practise, the Higher Executive Officer will progress complaints under Part 6 of the Health and Social Care Professionals Act 2005 (as amended) in order to ensure that natural justice and fair procedures are observed and provide support in relation to matters arising from the operation of the Act.

In particular, the role will be responsible for progressing complaints before the Preliminary Proceedings Committee (PPC) and the Council (following an opinion of no case to warrant further action by the PPC) and the presentation of matters when required. The role will also have involvement in assisting the Head of Legal Affairs and Fitness to Practise at the Inquires stage of a complaint.

The role will also involve liaising with external legal advisers and may involve assisting in the drafting and review of Notices of Inquiry, pleadings, grounding emergency interim suspension applications and sanction confirmation applications to the High Court.

Key Responsibilities:

- Supporting the Head of Fitness to Practise and Legal Affairs in the management and ongoing development of the Fitness to Practise Unit.
- Working with the Head of the Unit to prioritise objectives and to ensure that the strategic and operational goals of the Fitness to Practise Unit are achieved.
- Providing advice and guidance on any queries concerning CORU's PPC policies and procedures and ensuring that those policies and procedures are kept up to date.
- Overseeing the investigation of complaints by Case Officers in the Preliminary Proceedings Unit, including obtaining witness statements and expert reports, drafting instructions to Counsel and charges, liaising with complainants, registrants, representatives and others involved.
- Managing the workload of the Case Officers and the other members of the Preliminary Proceedings Unit.
- Attending meetings of the PPC, and of Council as required.
- Providing advice to the PPC if and when required.
- Ensuring that the provisions of CORU Child Protection Policy and other reporting obligations are complied with.
- Advising and supervising other team members to facilitate the expeditious scheduling of Committee meetings and provide support in the preparation and review of the documentation necessary for those meetings.
- Participating in the preparation of responses to Judicial Review proceedings and appeals, including liaising with senior managers, Solicitors and Counsel and attending hearings.
- Managing the PPC.
- Assisting with training for the members of the PPC and the Council, and other stakeholders in relation to their respective statutory functions.
- Assisting the Head of the Unit to ensure that information and knowledge is properly managed and reviewed within the Fitness to Practise Unit e.g. SOPs, quality management systems, data management etc.



- Deputising for the Head of Fitness to Practise and Legal Affairs, as and when appropriate.
- Liaising with external stakeholders as appropriate; attending departmental and organisation wide meetings, corporate briefings and events or any other meetings as required on behalf of the CORU.
- Participating in the management of performance and promoting a culture of performance within the Fitness to Practise Unit; assisting the Head of the Unit to identify appropriate performance targets and reporting regularly on progress against specified goals/targets and objectives.
- Assisting the Head of Unit in managing the delivery of the PPC function within budget and monitoring and controlling the cost arising from external legal advisors.
- Ensure the timely progression of complaints after the Preliminary Proceedings Committee (PPC) or Council has reached an opinion that there is cause to warrant further action until there is a final conclusion.
- Working with the Fitness to Practise Secretariat team to optimise the preparation and scheduling of case management hearings and Inquiries before Committees of Inquiry.
- Assisting the Head of Fitness to Practise and Legal Affairs in the Inquires process and in particular the progression of complaints at Inquiry stage.
- Working with other CORU team members to facilitate the expeditious scheduling of Fitness to Practise matters at sanction stage before Council and Registration Boards, and providing support in the preparation and review of the documentation, if necessary, for those meetings.
- Participating in the preparation of applications to the High Court for confirmation (section 70) or cancellation (section 69) of any directions by Council as appropriate following a finding that there is an impairment to practice on the part of a Registrant, including liaising with senior managers, External Legal Advisers and Counsel as appropriate.
- Developing and overseeing an appropriate system of monitoring compliance with Conditions of Practise and Suspension Orders if imposed following Order of the High Court.
- Participating in the preparation of, and responses to, Judicial Reviews and appeals, including liaising with senior managers, External Legal Advisers and Counsel.
- Managing the contract and relationship with External Legal Services Providers in relation to Fitness to Practise.
- Performing any other duties as may be deemed appropriate by the Head of Legal Affairs and Fitness to Practise.

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



Essential Qualifications and Experience:

- Qualified as a Solicitor or a Barrister (either admitted to the Rolls or called to the Bar)
- Minimum 2 years post qualification experience, preferably with litigation or regulation experience.

Essential Skills:

- The ability to demonstrate a clear and detailed understanding of the Health and Social Care Professionals Act 2005 (as amended), and all relevant legislation required for the proper discharge of the appointment.
- Possess deep knowledge of regulatory law
- The ability to demonstrate a thorough knowledge and understanding of the principles of administrative and constitutional law and Judicial Review.
- An understanding of the law relating to professional regulation in this and other jurisdictions including EU Legislation and other relevant Irish legislation.
- Keen advocacy skills at District and Circuit Court levels.
- Experience of instructing Counsel and external lawyers; litigation experience.
- The ability to provide expert legal advice to the Council and its Committees in relation to their functions, duties and powers.
- Experience as a supervisor of case work and / or similar staff activities and the ability to supervise and manage own and others workloads.
- A successful track record in working with internal and external stakeholders.
- Experience in the use of appropriate technology, in particular case management systems and other IT applications.

Desirable Skills:

- Experience of working in a multidisciplinary environment is desirable.
- Excellent analytical and problem solving skills.
- The ability to work under pressure and to achieve tight deadlines.
- Excellent report writing skills with forensic attention to detail.
- The ability to demonstrate excellent communication, interpersonal and presentation skills.
- The ability to work on own initiative.
- Proven team player experience.