

Job Description

General Details

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| Job title: | Investigating Officer - Fitness to Practise |
| School/Service: | Health and Social Care |
| Normal Workbase: | Stoke or Stafford |
| Tenure: | 12 months |
| Hours/FTE: | 0.4 |
| Grade/Salary: | Grade 6 |
| Date Prepared: | 9 th April 2021 |

Job Purpose

To support the Fitness to Practise (FTP) process in the School of Health and Social Care by taking the lead in investigating FTP cases and supporting the development of others taking on the role of investigating officer.

Relationships

Reporting to: Associate Dean
Students

Main Activities

- To conduct enquiries into Fitness to Practise (FTP) concerns referred for investigation
- To obtain written reports, evidence and to interview witnesses as appropriate to cases referred
- To maintain high quality records of all interactions in relation to the case
- To produce case reports in accordance with guidance and make recommendations
- To present FTP report summaries to FTP panels
- To ensure that investigations are progressed in accordance with agreed guidelines
- To liaise with colleagues, for example the Regulations and Compliance Team
- To Correspond by telephone and in writing with members of the public, practice colleagues, students and University colleagues about Fitness to Practise cases

- To review the processes involved in investigations and make recommendations for improvements
- To support colleagues in the School who may also act as IO's from time to time
- To develop training materials to support the role of the IO and the raising of an FTP concern for both face to face and online delivery
- To undertake training and development activities with colleagues in the school to support FTP procedures
- To work closely with students Union representatives to ensure students appropriately supported throughout the process
- To work closely with regulations and compliance team members administrating FTP cases
- To regularly review changes in professional standards and guidance for FTP processes from professional bodies to identify any changes that may have an impact on our FTP process
- To review the approach to investigations to ensure consistency in style and quality of investigations
- To seek feedback from students in relation to their experience of fitness to practise and make recommendations based on this feedback
- To support the Associate Dean Students in the production of an annual report and action plan on FTP concerns and lead on implementation of the action plan
- To liaise with PRSB's as required in relation to FTP.
- To act as a mentor to colleagues and to support the development of less experienced colleagues as appropriate in relation to FTP and ensure a consistent approach across the School.
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy
- To undertake other such responsibilities as may reasonably be required

Special Conditions

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

Variation to Job Description

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Informal Discussion

We strongly encourage potential candidates to discuss this vacancy informally before making an application. Please contact: Dr Linda Harty – Associate Dean Students on 01785 353689 for an informal discussion about this post.

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.