

# Job Description

Job Title:	<b>PRACTITIONER OFFICER</b>
Reporting to:	Practitioner Authorisation and Supervision Manager
Purpose of Role:	To be responsible for processing and assessing applications seeking admission as an Authorised Person and to monitor compliance with supervision schemes
Key Accountabilities:	<ul style="list-style-type: none"> <li>• Lead on applications assessed by internal assessors made in connection with admission as an Authorised Person, deciding whether they meet the requirements.</li> <li>• Act as deputy as required to the Practitioner Authorisation and Supervision Manager</li> <li>• Monitor compliance of regulated community with supervision schemes and assess applications for variation to scheme requirements.</li> <li>• Liaise with external advisors and suppliers as appropriate.</li> <li>• Correspond orally and in writing with CILEx Regulation regulated community and with applicants in relation to authorisation and supervision schemes.</li> <li>• Contribute to standardisation and moderation activities to ensure consistency of decision making for authorisation and compliance with scheme requirements in relation to supervision of the regulated community.</li> <li>• Develop and introduce policies and procedures to implement changes to individual authorisation and supervision arrangements.</li> <li>• Make recommendations for improvements to the authorisation and supervision schemes</li> <li>• Assist in producing and providing guidance to stakeholders on authorisation and supervision schemes requirements.</li> <li>• Service the Admissions and Licensing Committee, preparing appropriate reports, including the annual report, agendas and when required taking minutes of meetings.</li> <li>• Generally assist with the publicity and promotion of educational and professional standards to CILEx Regulation regulated community, other stakeholders and the public.</li> <li>• Generally assist with the development of educational standards for authorised persons</li> <li>• Comply with the principles of GDPR and IGR</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>• Deliver a high level of customer service in both written and verbal communication.</li> <li>• Deliver customer service in line with Customer Service Standards.</li> </ul>
Other Areas	<ul style="list-style-type: none"> <li>• Undertake training consistent with developing skills relevant to those duties and responsibilities of the role.</li> <li>• Undertake any other duties of a similar level and responsibility as may be required from time to time.</li> <li>• Provide support and advice on education quality assurance issues to colleagues.</li> </ul>

## PERSON SPECIFICATION

### Qualifications Skills and Knowledge

Essential	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent.</li> <li>• Good decision making and analytical ability.</li> <li>• Able to demonstrate knowledge of the legal profession, legal services and qualification routes in the legal sector.</li> <li>• Able to demonstrate knowledge of a range of legal practice areas.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Excellent communication skills verbal and written; able to be both concise and accurate.</li> <li>• Good interpersonal skills with the ability to develop and maintain effective professional internal and external relationships.</li> <li>• Excellent time management skills with the ability to take responsibility for meeting tight deadlines and own workload.</li> <li>• Experience of working effectively and efficiently both individually and within a team.</li> <li>• Sound administrative skills with good keyboard skills with a high level of expertise in Word and Excel.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Able to demonstrate application of assessment methods and work based learning outcomes.</li> <li>• Knowledge of outputs based schemes.</li> <li>• Law Graduate or professional status.</li> <li>• Track record of assessing whether standards of competence / outcomes have been met.</li> <li>• Understanding of the principles and practice of regulation of education in the context of a professional services environment.</li> </ul>
<b>Behaviour Competencies</b>	
Technical Skills	Applies the required technical knowledge and skills to carry out role successfully
Communication	Communicates effectively, with precision and conciseness, both verbally and in writing
Organisational Skills	Manages own time and workload effectively to meet required standards and deadlines and manages conflicting priorities
Analytical Skills	Uses appropriate methods to research and gather intelligence, and processes information methodically to generate solutions
Collaboration/ Relationship Management	Builds and maintains effective working relationships internally and externally
Commitment	Adopts a professional and focused approach, and is persistent in the achievement of results; committed to self-development
Resilience	Remains calm under pressure