

## Job description

**Role:** Director of Fitness to Practise

**Responsible to:** Chief Executive

**Responsible for:** Strategic leadership of the Fitness to Practise Department

### Principal working contacts

Executive and Operational Management Teams

Officials and Ministers in Scottish Government

Other regulatory bodies across the UK, and potentially internationally

Senior officers in local authorities

Council Members

Social service employers in the public, private and voluntary sectors

Representative bodies such as Scottish Association of Social Workers and the trade unions

Umbrella bodies such as Coalition of Care and Support Providers, Scottish Care and Convention of Scottish Local Authorities

### Job purpose

To strategically lead the Fitness to Practise Department, taking an integrated approach to working practice both internally and externally and developing structures and cultures which contribute to and facilitate the department and the Scottish Social Services Council (SSSC) to meet the strategic objectives.

Taking a strong leadership approach, ensure that the department performs effectively and demonstrates a continuous improvement approach to meeting agreed outcomes and strategic objectives.

As a key and strategic member of the SSSC's Executive Management Team (EMT), the role will play a significant part in building a cohesive and inclusive organisational culture with a strong customer focus and able to demonstrate outcomes and impact. You will contribute to steering the organisation strategically, developing and supporting the organisation's values, culture and strategic direction to achieve the objectives and remit agreed by Council and defined by Scottish Ministers.

### Main responsibilities

1. Strategic lead and senior manager for the Fitness to Practise Department of the SSSC, including overall responsibility for staffing and budget.
2. Modelling and promoting the SSSC's values in all aspects of performing the job.
3. To represent the Fitness to Practise Department in the EMT.
4. To contribute to the strategic leadership of the organisation as an active member of the EMT.

5. Contribute to the development of the SSSC's strategic plan and budget, robust corporate management and achieving best value.
6. Provide clear advice and support to the Convener, Council Members and the Chief Executive on all matters relating to the responsibilities of the Fitness to Practise Department.
7. Represent the SSSC in negotiation and liaison with the Scottish Government officials and Ministers, particularly in relation to workforce regulation issues.
8. Work with the Fitness to Practise Manager to ensure that rigorous processes are in place to assess, investigate and take decisions on all referrals and complaints about registered workers, and to ensure that cases are properly presented to sub-committees, or other suitable action taken.
9. Ensure that quality assurance processes are continuously monitored and reviewed to provide assurance to the Chief Executive and Council Members that the SSSC's fitness to practise processes are robust and reflect current best regulatory practice.
10. Together with the Fitness to Practise Manager, ensure that good human resource and financial management processes are in place that fit with the SSSC's corporate policies and procedures.

### **Other duties**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and the SSSC recognises that jobs change and evolve over time.