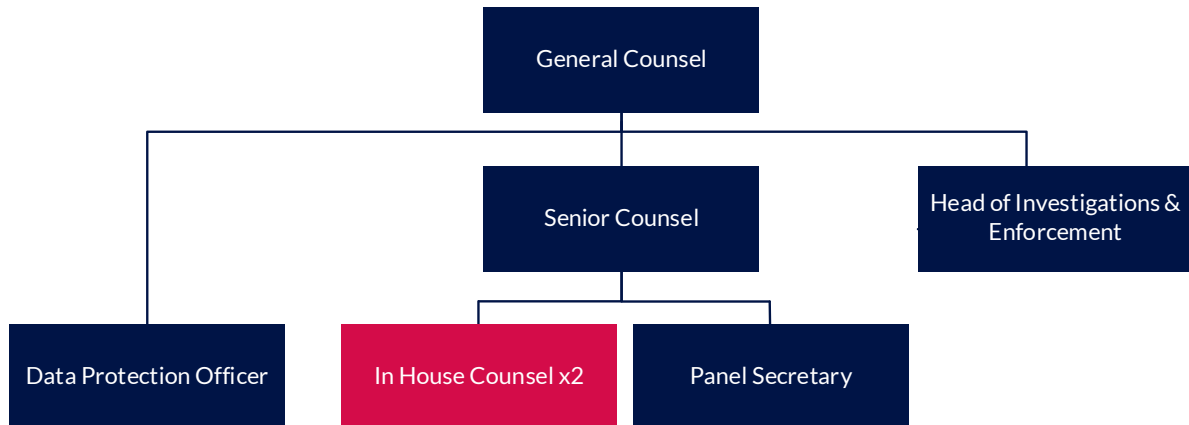


JOB STATEMENT

In House Counsel

This statement is for guidance only and does not form part of any contract of employment.

Department Organisation Chart



Job Purpose

To provide clear and timely legal support and advice to the Code Adjudication Panel (CAP), and Executive. Ensure the development, administration and enforcement of the PSA Code of practice accords with all public law and regulatory principals, with support provided in particular to the investigation and enforcement team. Respond swiftly to legal and regulatory developments, providing advice and guidance accordingly.

Core Duties

- Provide support to the Head of Investigations and Enforcement in the management of investigations and enforcement casework, including coaching as appropriate.
- Provide legal advice and support to the Investigations Oversight Panel (IOP), Code Adjudication Panel (CAP), and Tribunals to ensure effective consideration of cases and legally sound decision making. Act as clerk to the Tribunal and produce comprehensive written judgements and adjudications.
- Support the management of oral hearings and judicial reviews as required.
- Provide advice and guidance on the interpretation and development of the PSA Code of Practice (Code), supporting Procedures, Code Guidance, and Compliance Updates.
- Support the General Counsel and Senior Counsel in ensuring the delivery of high-quality legal services to the Executive.
- Research and communicate legislative and regulatory developments that are likely to affect the work of PSA and/or its regulatory landscape.

- Draft, review and negotiate contracts as required, to ensure they are fit for purpose and achieve best legal and commercial outcomes.
- Perform duties of FOIA Officer for the organisation.
- Ad hoc projects and other duties as required.

Knowledge, Skills & Experience

- Minimum 3 years PQE with some solid public law and regulatory enforcement experience. Experience of EU law and dispute resolution is desirable.
- Experience of working for another regulatory or disciplinary body desirable.
- Ability to quickly develop and apply an understanding of the technological environment in which PSA operates.
- Excellent written, listening and speaking communication skills, with a high level of accuracy and attention to detail.
- Ability to plan and prioritise workloads effectively.
- A good range of legal skills including legal research, drafting, negotiations and litigation.
- Ability to learn and apply new areas of law quickly.
- A self-starter with a proactive approach.