



INFORMATION PACK FOR APPLICANTS

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1. ADVERTISEMENT

VACANCIES	Principal Solicitor (Litigation and Advice)
SALARY/GRADE	£57,141 - £71,243 – C1 (pro-rated)
STATUS	Permanent (Part-Time)
HOURS OF WORK	Please note this this is a part time post of approximately 0.6FTE of the 37 hour work week, this will reduce to a 35 hour work week in October and the part time hours will be adjusted accordingly
LOCATION	Hamilton – Currently working to a hybrid model of office and home working

The Police Investigations and Review Commissioner is currently seeking to recruit a Principal Solicitor to join the team who are based in Hamilton.

The PIRC was established in 2013 and is responsible for carrying out independent investigations into incidents involving the police and independently review the way the police handle complaints from the public. Our aim is to secure public confidence in policing in Scotland by supporting continuous improvement and promoting positive change.

As a Principal Solicitor you will assist the Head of Legal Services in the effective delivery of a broad range of legal services to the Commissioner and PIRC Senior Management team (SMT), in particular legal work associated with litigation and advice.

The specific tasks of the role are set out at Section 4.

The successful candidate should be a qualified solicitor holding a current unrestricted Practising Certificate from the Law Society of Scotland and have at least 5 years relevant post qualification experience as a legal practitioner.

The PIRC offers excellent career prospects, competitive pension and benefits and operates flexible working arrangements.

The position is based in Hamilton. The successful candidate must undergo Non Police Personnel Vetting (NPPV) Level 3 and Security Clearance (SC) prior to appointment. Please see here [United Kingdom Security Vetting: Applicant - GOV.UK \(www.gov.uk\)](https://www.gov.uk) to ensure you are aware of the requirements prior to submitting an application.

The PIRC is an equal opportunities employer and is committed to promoting a diverse workforce, with an emphasis on the PIRC Values of integrity, impartiality and respect. We therefore encourage and would welcome applications from all members of the community. We are committed to the Disability Confident Initiative and offer a guaranteed interview to any applicant who meets all of the selection criteria required for the post and considers themselves to be disabled.

At PIRC we also offer a good range of benefits which are:

- Hybrid working
- Flexible working
- Cycle to Work scheme
- Pension with a generous employer contribution
- Competitive pay for sickness, maternity & paternity leave
- Access to Edenred discounts
- Access to an Employee Assistance Programme

How to Apply

Full details can be found at: [Principal Solicitor | Police Investigation & Review Commissioner \(pirc.scot\)](https://www.pirc.scot.nhs.uk)

The candidate information pack is available [here](#).
The application form is available [here](#).

Email: jobs@pirc.gov.scot

The closing date for applications is **midnight on Wednesday 29th May 2024**

The shortlisting will take place thereafter. Successful applicants will be contacted with an interview date in due course.

Applicants who have not been contacted by us **within 3 weeks** of this closing date should assume they have been unsuccessful on this occasion. Please note we are unable to provide feedback on unsuccessful applications.

Only completed application forms will be considered.

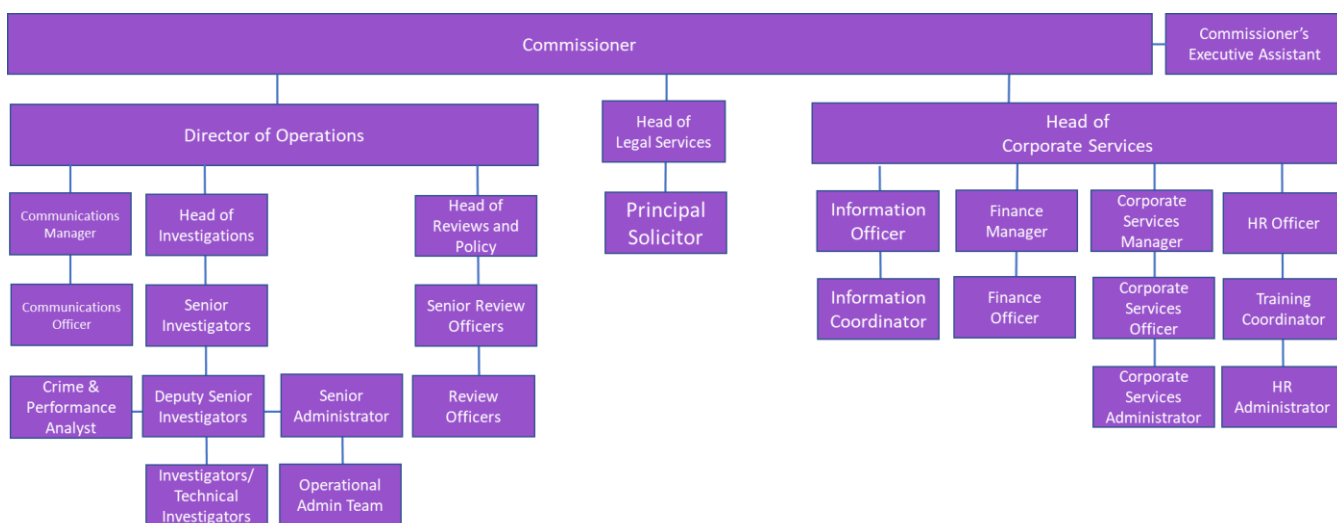
Please do not substitute your Curriculum Vitae for a completed form since this will not be considered.

2. BACKGROUND NOTE ON THE POLICE INVESTIGATIONS & REVIEW COMMISSIONER

The Police Public Order and Criminal Justice (Scotland) Act 2006, as amended, sets out the functions of the Police Investigations & Review Commissioner (PIRC). These are to review the manner in which policing bodies in Scotland deal with complaints and also to conduct investigations into particular kinds of incidents involving the police. The types of investigation which the PIRC may carry out are specified in the 2006 Act, as amended.

The PIRC is a Non-Departmental Public Body (NDPB) sponsored by the Scottish Government. The organisation is led by the Commissioner, Michelle Macleod, who is supported by the Director of Operations, and a team of staff, based in Hamilton.

3. ORGANISATIONAL STRUCTURE



4. SPECIFIC DUTIES

As a Solicitor you will assist the Head of Legal Services in the effective delivery of a broad range of legal services to the Commissioner and PIRC Senior Management team (SMT), in particular legal work associated with litigation and advice.

You will be required:

- To support the Head of Legal Services in the day-to-day management of the legal services function with the PIRC.
- To develop and improve the provision of the legal services function to ensure that the PIRC delivers its priorities and strategic objectives.
- To lead on the provision of legal advice in high-risk operational matters including ongoing death / criminal / misconduct investigations; information management; and public inquiries.
- To work closely with key stakeholders to create and embed the legal services function into the PIRC to ensure it is aligned to the corporate objective and statutory function.

- To assist manage risk and business continuity, promote risk awareness and prioritise work in light of risk analysis.
- To represent the Commissioner in civil litigation in the Scottish Courts and Tribunals and in other forums, such as public inquiries, to protect the PIRC's interests in civil and criminal proceedings, including in response to Petitions seeking Commission and Diligence for recovery of documents.
- To provide advice regarding the Commissioner's statutory duty in terms of data protection and freedom of information legislation.
- To have due regard to the need to promote equality of opportunity.
- To prepare, review and implement protocols and memoranda of understanding with key stakeholders in order to maintain strong working relationships and to support and promote the continuous improvement of policing in Scotland.
- To deputise for the Head of Legal Services as required.
- To devise and provide training to PIRC Staff on such legal matters as are relevant to their duties and to give guidance on developments in the law.
- To attend all CPD and / or PIRC events as required.
- To be responsible for assessing and self-managing risk within all aspects of the role.

The above accountabilities and responsibilities are not exhaustive, and the Jobholder may be required to undertake additional duties that are consistent with the level and grading of the role and also in line with any legislative changes to PIRC's role and functions.

5. COMPETENCIES

- Respect for Diversity
- Effective Communication and Engagement
- Job Knowledge
- Service Delivery
- Problem Solving
- Analysis and Use of Evidence
- Team Working
- Personal Awareness
- Improving Performance

6. PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
<ul style="list-style-type: none"> • You will be a qualified solicitor holding a current unrestricted Practising Certificate from the Law Society of Scotland and have at least 5 years relevant post qualification experience as a legal practitioner. 	✓	
Essential and desirable criteria		
<ul style="list-style-type: none"> • Able to demonstrate excellent legal professional skills and relevant experience in providing legal advice including: the provision of sound legal analysis based on effective legal research. 	✓	
<ul style="list-style-type: none"> • Experience of managing litigation efficiently and effectively including the provision of clear, high quality and 	✓	

timely instructions to counsel and preparation of high-quality submissions to court on time.		
• Experience at a senior level within legal services successfully managing and leading a team.		✓
• Exercise of reliable legal judgement, with a good appreciation of legal risks; Able to deal with competing demands and to prioritise appropriately.	✓	
• Effective court skills with proven achievements and experience of Litigation and Advice work.	✓	
• Experience of working with broad range of stakeholders across all levels.		✓
• Strong analytical skills, with ability to assimilate information and reach sound judgements	✓	
• Specialist knowledge / skills in one of the core areas (investigations, complaint reviews) or any relevant aspect of law enforcement or criminal justice		✓
• Fluent and skilled communicator able to articulate views and present reasoned arguments on complex issues with excellent written skills.	✓	
• Strong interpersonal skills and the ability to build and maintain strong working relationships with colleagues and senior level stakeholders.	✓	
• An understanding of, and firm commitment to, the promotion of diversity and equality of opportunity.	✓	
• An understanding of the current Scottish criminal justice and policing environment in Scotland and an awareness of Human Rights law and / or Data Protection law.		✓

JOB CHALLENGES

- The post holder may encounter difficult situations where they will need to exercise careful judgement, tact and diplomacy.
- The volume of work may be demanding, requiring effective time management and prioritisation.

ADDITIONAL INFORMATION

- The post holder will report to the Head of Legal Services.
- The standard working hours are 0.6% of the 37 hour week.
- Post holder must complete all annual and mandatory training required for the role.

7. INFORMATION ABOUT THE SELECTION PROCESS

(a) Application process

In addition to this information pack, you should have:

An Application for Appointment form and an Equal Opportunities recruitment monitoring form

Before competing and submitting your application form, you should give due consideration to the following:

Experience of Specific Duties required – can you demonstrate experience in the specific duties outlined above?

Competency based evidence – are you familiar with what is being sought at the application stage and what will be sought at interview through the use of competency-based questions and how you should evidence this?

Qualifications, Skills, Knowledge and Experience required – do you meet the skills, knowledge and experience requirements outlined in the Person Specification?

Please ensure that you complete all sections of the job application form and that you return it by the date specified. We will be unable to consider your application if all sections are not fully completed. Completed Equal Opportunities recruitment monitoring will be separated from the application form and will not be made available to the selection panel members. The information collected will be treated in the strictest confidence and will only be used for the purpose of furthering the PIRC's policy of equal opportunity. Your application is very important as it is the key document which will determine whether or not you will proceed through the first assessment stage to interview and ultimately to appointment. You must therefore demonstrate clearly the evidence required in your application form on how you meet the relevant published skills, knowledge and experience shown in the person specification. Please read the person specification in conjunction with the role description, competencies and all other information contained in this pack.

Please do not substitute your Curriculum Vitae for a completed form or attach your CV with your application as it will not be considered and your application form may be rejected.

A good application should be structured to ensure that it flows in a clear and/or logical way. You should provide evidence and examples to ensure that it is clear to the selection panel the actions you took, the reasons for your actions, what happened, what you took into account and the outcome.

You should not assume that the evidence provided is obvious when it comes to meeting the competency/criterion, for instance by simply recounting job titles or job duties. You should try and avoid bland and hypothetical statements and where possible/appropriate use the first person – "I" not "We".

You should also be aware that on occasion there may be several ways in which we ascertain evidence of the skills, knowledge or experience sought, so please ensure you provide evidence that shows how you meet all aspects of the role.

You can apply online or submit hardcopy. If your application is handwritten, please use **black ink** and ensure it is legible as your form will be photocopied/scanned and then read by the selection panel.

We would advise you to keep a copy of your initial application for reference.

(b) How to return your application

Email to: jobs@pirc.gov.scot

OR by post to: Human Resources, Police Investigations and Review Commissioner, Hamilton House, Hamilton Business Park, Caird Park, Hamilton, ML3 0QA

Closing date

The deadline for applications is **midnight on Wednesday 29th May 2024. Late applications will not be considered.**

(c) Selection panel

You will be notified of the members of the selection panel if invited to interview.

(d) Selection

Your completed application form will be assessed against the requirements for the position. If you are successful at this initial selection stage, you will be invited to take part in the interview and any assessment process. Please note we are unable to provide feedback on unsuccessful applications.

(e) What will happen at the interview?

During the interview process, the selection panel will ask your questions related to your career history and to the competencies required for the job. This will include the evidence you provided within your application form and from any written assessment, presentation or other appropriate exercise.

(f) What will happen following the interview?

All applicants invited to interview will be advised of the outcome of the appointments process in writing.

(g) What is the procedure if I am successful?

The successful applicant(s) will undergo a vetting process which can take approximately 3 months with a start date to follow this. We advise successful applicants not to notify their current employer of their notice until we confirm that this has been successfully completed.