Job description

Job title: Legal Preparation Assistant
Level: Manchester Level 5
Directorate: Fitness to Practise
Section: Legal Team
Location: Manchester
Reporting to: Legal Preparation Team Coordinator

Job purpose

Legal Preparation Team (LPT)
The LPT’s purpose is to assist in the preparation of Fitness to Practise cases to be presented to the Medical Practitioners Tribunal Service (MPTS), and associated litigation. Each case in which the LPT is involved has a case team formed of a Legal Adviser, a Paralegal and an LPA.

Main responsibilities

Legal Preparation Team

1. Assisting in the preparation of fitness to practise cases to be heard by the MPTS.
2. Preparing bundles for cases referred for consideration by the IOT.
3. Corresponding by telephone and in writing with doctors, complainants, expert witnesses, defence representatives, employers and members of the public.
4. Contacting third parties, including healthcare organisations, to obtain relevant documentary evidence.
5 Updating our case management system to maintain accurate case information.

6 Providing cover for colleagues.

7 Checking work to ensure it meets data protection standards and internal policies.

8 Any other reasonable duties as may be assigned.

May 2019
Key skills

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Key skill 1 - technical knowledge and skills

a Effective use of IT systems, and a good working knowledge of electronic diary management. MSWord, MS Excel, Outlook are widely used, as is a case management system.

b Analysing and interpreting complex information and documents in order to prepare cases.

c Working within established policies and procedures.

d Understanding the Data Protection Act and the importance of maintaining confidentiality at all times.

Key skill 2 - communications skills

e High standards of accuracy and presentation are required in the production of correspondence and documentation.

f Excellent communication skills and the ability to adapt communication style to suit different audiences.

Key skill 3 - interpersonal skills

g Liaising with a wide range of people - including lawyers, doctors, healthcare professionals, colleagues and the public - both on the telephone and face to face.
Establishing credibility and maintaining good working relationships with customers and colleagues at all levels. Commitment to high customer service standards are important.

Maintaining a sensitive, professional approach and having the ability to handle difficult situations appropriately.

Working constructively as part of a team, or individually using their own initiative.

To demonstrate excellent customer service in all interactions with internal and external stakeholders.

Key skill 4 - organisation skills

Effectively prioritising workloads, and managing conflicting and changing priorities without losing sight of deadlines.

Key skill 5 - innovation and problem solving skills

Suggesting innovative improvements to both individual and team process.

Participating fully and constructively in discussions about, and the process of, departmental and organisational change.

May 2019
Terms and conditions

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The following terms and conditions apply to this post.

Salary band
£22,414 to £28,161 with an exceptional maximum of £32,462. This is the salary band for the role and the successful candidate will move through this band whilst in the role. We look to appoint successful candidates towards the bottom of the salary band.

Annual leave
25 days a year, increasing by one day for each year of service up to a maximum of 30 days. You are required to use up to two of these days should the GMC decide to close its offices over Christmas.

Pension
Our workplace pension is the GMC Group Personal Pension Plan, which is operated by Aviva. This is defined contribution scheme where members receive a 15% employer contribution. There is no requirement for you to make an employee contribution, however you may wish to consider which rate you would like to make, which will be deducted from your monthly salary under our salary exchange arrangement. You can choose to join the pension scheme as soon as you start work at the GMC. But if you don’t opt in straight away, you will be automatically enrolled if you are eligible and most people working at the GMC will be eligible. If you are automatically enrolled, but you don’t want to stay in our pension scheme, you do have the right to opt out.
<table>
<thead>
<tr>
<th><strong>Other benefits</strong></th>
<th>Private medical insurance with AXA PPP. Health checks with BMI Health Services. Employee assistance programme with AXA ICAS. Cycle to work scheme. Childcare voucher scheme.</th>
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<tr>
<td><strong>Hours of work</strong></td>
<td>35 hours a week, 9:00 to 17:00, Monday to Friday.</td>
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<td><strong>Location</strong></td>
<td>3 Hardman Street, Manchester. Some travel to other locations will be required.</td>
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*May 2019*