

## **Head of Fitness to Practice: Candidates Pack**

**P/T 3 days per week**

**August 2020**

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The British Psychoanalytic Council (BPC) is looking to appoint a Head of Fitness to Practice. The post holder will be a senior member of a small but expanding team and will lead the organisation's fitness to practice function.

The BPC is a charity that advances the health of the public through the maintenance and regulation of professional standards and clinical practice and advances education in psychoanalytic psychotherapy. In doing so we safeguard the public, promote the highest standards of training and research and work to make psychotherapy accessible to all. We are an accredited voluntary regulator of the psychoanalytic psychotherapy profession via the Professional Standards Authority. We publish a Register of practitioners who are required to follow our ethical code and meet our fitness to practise standards.

Working three days a week and reporting to the Chief Executive (and working closely with a number of clinically led professional committees) we are seeking to appoint a highly capable individual with previous experience in a professional fitness to practice role. The successful candidate will need to be an excellent team player, be able to demonstrate excellent knowledge and understanding of fitness to practice frameworks, and be able to command the confidence of our member institutions and our individual registrants when carrying out this core role for the organisation.

**A salary of £45,000 - £50,000 pro-rata per annum is offered, with 28 days holiday pro-rata, plus statutory holidays and 6% employer pension contribution.**

A number of our committees do meet in the evening so we are looking for someone able and willing to work flexibly with some evenings and the occasional Saturday – time off in lieu is always given and the office operates flexible working practice throughout the normal working week.

The post is London-based although some occasional travel (to visit our member organisations or to attend fitness to practice hearings) may be required. At present, our staff are all working remotely. This candidate pack contains the information you will need to make an application for the post.

Application is by CV and a supporting statement of no more than two sides outlining why you believe yourself to be suitable for the role. Please provide evidence of your achievements against the bullet points in the person specification and be sure to include your contact details. Please send your application to: [jobs@bpc.org.uk](mailto:jobs@bpc.org.uk)

Closing date for applications Monday 7th September. Interviews of shortlisted candidates are planned to take place on Wednesday 23rd September.

The BPC opposes any discrimination of any kind. This includes, but is not limited to, any discrimination on the basis of age, race, gender, ethnic origin, religious belief or sexual orientation.

For further information about the BPC see [www.bpc.org.uk](http://www.bpc.org.uk)

## **Head of Fitness to Practice**

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### **Job description**

Reports to the Chief Executive

Salary, £45 – £50,000 plus 6% pension contribution and annual season ticket loan

### **Objectives of the role**

Reporting to the Chief Executive, the Head of Fitness to Practice will be responsible for maintaining the BPC's long-standing reputation for high clinical standards, professional integrity and ethics, by:

- Maintaining the BPC's fitness to practise procedures to ensure they reflect current legal requirements and best practice, managing individual cases through the procedures and supporting/advising the Ethics and the Complaints Management Committees
- Supporting and advising the Professional Standards Committee
- Ensuring the BPC maintains its Professional Standards Authority accreditation
- Ensuring that our Board are apprised of all relevant regulatory and public protection issues
- Contributing to working groups of the Professional Standards Authority for Health and Social Care and working with other relevant regulators within the sector
- Advising the Chief Executive on fitness to practice matters and alerting the Chief Executive to any associated organisational risk

### **Key duties:**

#### **Ethics and complaints**

- Working alongside the Chair and Vice-Chair of our Ethics Committee, oversee the governance of the BPC's ethics and complaints management structures and processes.
- Advising the Ethics Committee on all aspects of procedures, guidance and policies relating to professional conduct and ethical practice for registrants, to ensure we remain legally compliant and operate 'best practice' procedures.
- Developing and updating guidance and support structures for registrants and witnesses who are engaged with our Complaints Procedure.
- Managing the handling of individual complaints: advising complainants, registrants, and members of the public with ethical and professional conduct issues; advising potential complainants of the process of bringing a complaint; liaising with the

relevant committees, panels, and legal advisors on active complaints; liaising with Member Institutions, other regulatory bodies, and other stakeholders at the conclusion of disciplinary Hearings.

- As a member of the Complaints Management Committee, advise and oversee progress of individual complaints.
- Oversee and manage the membership and training of the Hearing Panellists' Group.

### **Professional Standards**

- Advise and support the Professional Standards Committee to ensure the BPC complies with any relevant legal and external frameworks and to best practice on matters around continuing professional development of registrants and other issues.
- Working alongside the Chair of Professional Standards Committee, responsible for the production and maintenance of the BPC's public register to ensure the public are reassured of BPC registrants' reputation for high clinical standards.

### **PSA accreditation**

- Research and author our annual reaccreditation application to the Professional Standards Authority to maintain the BPC's accreditation.
- Maintain ongoing relationship with the Professional Standards Authority, other accredited voluntary registers and similar professional regulatory bodies

### **Other**

- Liaising with the BPC's legal advisors on complaints and all other regulatory matters.
- Manage the "fitness to practice" administrator
- Maintain up to date knowledge on professional regulatory matters and legislation.
- Undertake other duties and responsibilities of an equivalent nature as from time to time may be required, as agreed with the Chief Executive.
- Attend some evening and occasional weekend committee meetings and other events related to the duties of the post as agreed with the Chief Executive.

## **Head of Fitness to Practice**

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### **Person specification**

#### **Essential**

Minimum of three years' experience of professional fitness to practice, working at level that required considerable autonomy and authority of decision making

University degree or equivalent and / or relevant professional qualifications

Thorough and up to date knowledge of professional regulatory matters (including confidentiality policy and data protection) and a willingness to maintain knowledge of current developments in the professional regulatory field

Ability to understand and interpret legal frameworks and legal advice, and work with external legal advisors

Ability to manage complex casework with integrity and confidentiality

Ability to convey authority and maintain the confidence of our member institutions and registrants (some of whom are pre-eminent clinicians and internationally recognised academics in their field)

Ability to lead and engage in debate and discussion at our various professional committees: supporting and advising the chairs of those committees

Ability to supervise and manage other team members who are providing support to the fitness to practice function

Ability to manage a wide-ranging workload, hit deadlines and prioritise conflicting priorities

Willingness and flexibility to work some evenings, and an occasional Saturday, to attend committees, meetings or conferences (time off in lieu is given).

Sympathy with the BPC's aims and objectives

Commitment to BPC's equality and diversity policy

#### **Desirable**

Legal or paralegal qualifications

An interest in counselling and psychotherapy

Experience in working in a not-for-profit charity and / or membership body