

JOB DESCRIPTION

Our Mission:

The Solicitors Disciplinary Tribunal (SDT) will act with scrupulous fairness and deal with the throughput of cases as expeditiously as justice will allow.

1. JOB TITLE.	Deputy Clerk to the SDT	JOB REF:
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2. REPORTING RELATIONSHIPS

Responsible to: (Immediate Director/Manager job titles)	Clerk to the SDT
Other reporting line (e.g. to committee/board/project manager)	
Responsible for: (No. & Job Title)	

3. MAIN PURPOSE OF JOB:

(Describe in no more than a few lines why the job exists)

To support, advise and guide the members of the SDT on issues of law and procedure; prepare and draft the Tribunal's findings (judgments) and other decisions.

4. KEY RESULT AREAS:

- Support and advise SDT Tribunal members on points of law and procedure.
- Attend Tribunal hearings and discussions in chambers; prepare and draft Tribunal findings, summarising the evidence, areas of dispute, legal issues, findings of fact, submissions and detailing the Tribunal's decisions and reasons.
- Respond to ad hoc requests for guidance and assistance from a wide range of external official bodies both within and outside the UK.

5. KNOWLEDGE, SKILLS & EXPERIENCE

- Qualified solicitor with a minimum of 10 years experience, including judicial experience – for example, Deputy District Judge or Tribunal Chairman
- Experience in professional conduct issues and general court/judicial issues
- Strong management skills, with ability to motivate and support a diverse team of staff and members.
- Ability to absorb and analyse a large volume of complex material quickly

- Excellent communication (both oral and written) and influencing skills, together with high personal impact and credibility
- Excellent written skills, with ability to write for publication, as well as analyse, and summarise complex information
- Excellent verbal skills, with ability to make formal presentations
- Flexible and responsive, with the ability to work calmly, quickly and accurately under pressure;

6. DECLARATION:

This is a description of the job as it is at present. It is the practice of the Law Society to review job descriptions annually to ensure that they relate to the job as then being performed or to incorporate whatever changes are being proposed.

This review will be carried out by the Director/Manager in consultation with the jobholder, who will be expected to participate fully in such discussions. It is the aim to reach agreement to reasonable changes, but if agreement is not possible the Director reserves the right to decide on changes to the job description commensurate with the job-holder's position in the organisation.

Completed by	Name (Director/Manager)	Signed	Date
	Name (Staff Member)	Signed	Date
Date of Review	Signature (Staff Member)	Signature (Director/Manager)	Date
	Signature (Staff Member)	Signature (Director/Manager)	Date