

JOB TITLE:	PROFESSIONAL CONDUCT OFFICER
JOB HOLDER:	
DATE UPDATED:	OCTOBER 2024
REVISION (HR Office Use):	VERSION 1

1 MAIN PURPOSE OF THE JOB

- To provide effective support to the professional conduct process of CIOB members, liaising closely with Governance colleagues and Investigators to ensure the smooth running of the process in line with the Disciplinary Regulations.
- To be an active member of the Governance department.

2 POSITION IN ORGANISATION

Reports to the Head of Governance on a day-to-day basis.

Liaises with other Institute staff and external stakeholders including Directors, Investigations (Disciplinary) Panel, Professional Conduct Committee, where necessary.

3 DIMENSION & LIMITS OF AUTHORITY

Authorisation limit of GBP £1,000 on designated cost codes, in line with agreed departmental budget.

4 SKILLS & EXPERIENCE

- Demonstrable experience within a legal or regulatory environment, with the ability to draft technical documents and reports, produce bundles of evidence and arrange and document complex meetings.
- Excellent communication skills both written and verbal, with the ability to communicate at all levels from senior staff, technical experts to members of the public.
- Ability to manage and prioritise a busy workload, in line with agreed processes.
- Ability to work on own initiative and make judgements as required.
- Experienced in dealing with confidential matters.
- Excellent administration skills, with a strong attention to detail, high level of diligence and ability to keep accurate records.
- Strong IT skills with experience in Microsoft Office, Teams and CRM systems.
- Experience within the construction or built environment sector would be desirable.

PART 2 : DUTIES & KEY RESPONSIBILITIES

5 DUTIES & KEY RESPONSIBILITIES

Professional Conduct	80%
<ul style="list-style-type: none"> • Responsible for effective case management for all professional conduct cases. • Act as a first point of contact for all Professional Conduct activities, ensuring enquiries are responded to in a timely manner, accurately documented and progressed to the relevant process where appropriate. • Maintain the case management system for all disciplinary matters, ensuring this is accurate and current at all times. Make recommendations for continued improvement of the system to support the effective running of the disciplinary processes. • Manage the investigation process, to include but not limited to the collation and presentation of all evidence required, administration of the Investigators and production of investigation reports. • Support the Head of Governance and Director of Governance with the handling of disciplinary hearings, to include but not limited to the collation and presentation of all evidence required and effective administration of the Committee and hearing. • Prepare the first drafts of notice, schedules of evidence and outcomes from meetings and hearings, in line with disciplinary processes. • Oversee the CPD audit process and manage the progression of CPD Audit cases through the disciplinary process as appropriate, following similar processes to above. • Manage cases of misrepresentation of the Institute. • Contribute to the ongoing development of the Rules and Regulations of Professional Competence and Conduct and the Disciplinary Regulations as required, offering recommendations and suggestions as appropriate. • Regularly monitor all disciplinary activity, producing data and reports as required and using these to recommend and implement process improvements to ensure activity continues to run smoothly. 	
Other	20%
<ul style="list-style-type: none"> • Attend meetings and take notes as directed, producing accurate and concise minutes in a timely manner. • Participate in cross Institute projects to support the team. • Act as a key point of contact for Governance matters, providing advice and support to the team and rest of the organisation as needed and assisting with other projects and activity within the team as required. • Undertake any other duties as required by Head of Governance and or Director of Governance. 	

This is not an exhaustive list of responsibilities involved in the role and the CIOB reserves the right to change the scope of job in line with the operational requirements.

PLEASE ELECTRONICALLY SIGN ON HR SYSTEM