

JOB DESCRIPTION



The hours will vary. The Academic Committee meets every four months. Attending other meetings, particularly where the post-holder will represent the FFLM will vary. Similarly, the amount of work in terms of responding to questions or developing policy will be unpredictable but is estimated to be three to four hours a week.

- To keep abreast of developments in the law which have or could have an impact on the work of the FFLM or its members

- To run and develop the Expert Witness Forum, facilitating communication between members, advising them of relevant developments in law and procedure as they relate to expert witnesses, chair and organise occasional meetings, or ensure there is a suitable deputy when the post-holder may be unavailable
- With the Academic Dean, (AD) or other officers, develop or update relevant guidance or recommendations on the provision of expert evidence or reports

Develop/create and maintain links with other bodies and organisations, including but not limited to:

- His Majesty's Courts and Tribunal Service (HMCTS) throughout the UK including the various prosecuting authorities, (Crown Prosecution Service (CPS), Crown Office and Procurator Fiscal Service (COPFS) and the Public Prosecution Service in Northern Ireland (PPSNI); the Family Courts and the Coroners Services
- The Institute for Addressing Strangulation, (IFAS)
- The Forensic Science Regulator
- The Expert Witness Institute
- The Academy of Experts
- And work with other organisations, as appropriate; promote the FFLM and its role, which may include encouraging membership

Liaise with the Expert Witness Leads of other medical Royal Colleges and Faculties.

Activities

Represent the FFLM at relevant meetings which may include working with relevant Royal Colleges/Faculties/professional organisations and societies, the criminal justice system, including the police, other statutory and voluntary organisations.

Provide reports to and attend the Academic Committee, usually three times per year.

Assist in reviewing the FFLM's standards and guidance where they relate to or have an impact on expert evidence.

Take the lead on relevant FFLM training days, as appropriate, (whether or not this is part of the programme of Development & Training Courses (DTCs)) set up by Training and Development (TED) sub-committee.

The post-holder will receive an annual review covering this aspect of their work, which will then contribute to their annual appraisal.

Organisational Structure

Board



Academic Committee



Expert Witness Lead

Key job-specific responsibilities are to:

- 1 To provide advice on the aspects of the law that relate to the provision of evidence.
- 2 To ensure any quality standards and guidance produced by the FFLM take into account any impact of changes or development in law or procedure as they relate to expert evidence.
- 3 To represent the FFLM when and where necessary in various fora where relevant.
- 4 To support, and facilitate, the support of members of the FFLM who provide expert evidence to courts and tribunals.
- 5 To ensure, when the post-holder demits office, they provide a comprehensive written and verbal handover to the new post-holder.

Person Specification

	Essential	Desirable
Relevant Qualifications and Experience	<p>On the GMC register with a licence to practise</p> <p>In current clinical practice in Forensic and Legal Medicine, forensic dentistry, forensic pathology or forensic psychiatry</p> <p>Holds Membership or Fellowship of the FFLM</p> <p>Is currently working within the various disciplines of the FFLM</p>	<p>Holds/or has held a Clinical Lead/Director role</p> <p>Holds Membership or Fellowship of a relevant Royal College or Faculty</p> <p>Has contributed to research in Forensic and Legal Medicine</p> <p>Holds a degree in Law or is currently in Legal Practice</p>
Communication skills	<p>Excellent written and verbal communication skills</p> <p>Demonstrable leadership and/or team working skills</p>	
Previous Experience	Acting as an Expert Witness	
Professional or Specialist Knowledge	As described above	Experience of working at a national level
Other attributes required	Proficient IT skills, including experience of using Microsoft Office 365 (Word, Excel, Outlook, PowerPoint and Teams)	
Other	<p>In good standing with the GMC, the FFLM and any other relevant medical Royal College or Faculty</p> <p>Be up-to-date with training in, and provide evidence of this:</p> <ul style="list-style-type: none"> • Level 3 safeguarding, for adults and children, (every 3 years) • Equality and diversity, (every 3 years) • Information Governance/Data security/protection training, (annually) 	

Confidentiality

FFLM confidentiality policies & procedures

Not sharing information outside the FFLM without permission.

Use of passwords when required e.g. in the course of the post-holder's duties, they may have access to confidential material about the role or work of the Faculty, its examinations, discussions, correspondence, examinations or other business. On no account must confidential information be divulged to anyone other than authorised persons. If in doubt, the post holder should seek advice from a senior officer of the Faculty

Breaches of confidentiality may result in disciplinary action.

Health and Safety, Security, Equal Opportunity and Improving Working Lives

Health & Safety/Security

It is the duty of every post-holder to adhere to the Health & Safety Policy and work in such a way that risks are identified and accidents are avoided, this applies to the individual as well as colleagues. Any concerns must be brought to the attention of the faculty office and the Registrar as soon as is practicable.

It is the individual's responsibility to ensure the Faculty's work is undertaken in a secure environment and bring any breach of security or confidentiality to the attention of the Faculty office and the Registrar.

Equal Opportunities, Respect and Dignity at Work, and Improving Life at Work

The FFLM is committed to:

- equality of opportunity and diversity in the workplace; all Faculty post-holders, as well as salaried staff are responsible for ensuring that this is delivered in practice
- respect for others: all Faculty post-holders, and salaried staff must know what is expected of them and ensuring that demonstrate consideration and respect for all with whom they have contact.

The FFLM will not tolerate any form of bullying or harassment and will investigate any reports of such behaviour and institute disciplinary action where appropriate.