



CANDIDATE INFORMATION PACK

VACANCY	Head of Legal Services
SALARY	£77,460 – £89,402 (GRADE C2) – *there will be a further increase on 1 April 2026*
	STAFF WILL BE APPOINTED ON POINT 1 OF THE SCALE - £77,460
STATUS	Permanent
HOURS OF WORK	35 hours per week
LOCATION	Hamilton – currently working to a hybrid model of office and home
CLOSING DATE	Tuesday 24th February 2026

The Police Investigations and Review Commissioner is currently seeking to recruit a **Head of Legal Services** to join her team who are based in Hamilton.

The PIRC was established in 2013 and is responsible for carrying out independent investigations into incidents involving the police and independently reviewing the way the police handle complaints from the public.

Our aim is to secure public confidence in policing in Scotland by supporting continuous improvement and promoting positive change.

As Head of Legal Services, you will provide advice and guidance to the Police Investigations and Review Commissioner and PIRC's Senior Leadership Team (SLT) to ensure the effective delivery of all professional legal matters. As a member of the SLT reporting directly to the Commissioner, you will provide strong leadership and effective direction of the functions exercised by PIRC. You will line manage PIRC's Principal Solicitor.

Specific Duties:

LEGAL SERVICES

- Ensure effective delivery of legal services by providing legal advice and guidance to the Commissioner, SLT and PIRC staff, and execution of legal work, particularly litigation and advice
- Support, and provide legal and strategic advice to, the Commissioner and SLT regarding the statutory functions of PIRC
- Represent (including by way of appearance or instruction of suitable Counsel or Solicitor Advocate) the Commissioner's interests in:
 - any civil litigation in the Scottish Courts and Tribunals, including Summary and Statutory Applications to the Court seeking commission and diligence

- criminal proceedings including Petitions seeking commission and diligence for recovery of documents
 - other forums, such as Public Inquiries
- Monitor and manage contractual relationships with external legal advisors, including quality assuring their services on an annual basis and managing the legal budget to ensure value for money
- Provide relevant legal advice on matters arising from investigations relating to misconduct and, if relevant legislation is commenced, present cases at gross misconduct hearings for senior officers
- Advise on and support the development of PIRC's role in relation to whistleblowing
- Advise on the interpretation and implementation of new legislation and policy initiatives, liaising with Bill Teams and providing evidence to Parliament as necessary
- Advise on and support effective information governance, including in relation to data protection and freedom of information matters
- Actively promote understanding and appreciation of the work of the Legal Services team
- Line management of PIRC's legal services team members.

LEADERSHIP AND GOVERNANCE

As a member of the SLT:

- Support effective corporate governance, including the management of risk
- Actively contribute to the development and delivery of PIRC's Strategic Plan and Annual Business Plans, and support continuous improvement in the service provided by PIRC to the public and referring agencies
- Act on behalf of the Commissioner as required
- Act in accordance with and role model PIRC's values
- Promote inclusive practice across all aspects of PIRC's work, ensuring that policies, procedures and decision-making processes actively support equality, diversity and inclusion. This includes fostering a workplace culture that values and respects individual differences, removes barriers to participation and ensures PIRC fulfils its statutory duties, including those under the Equality Act 2010, the Human Rights Act 1998 and the United Nations Convention on the Rights of the Child (Incorporation) (Scotland) Act 2024
- Attend CPD and other PIRC events as required.

STAKEHOLDER ENGAGEMENT

- Prepare, review and implement protocols and memoranda of understanding with policing bodies and other stakeholders
- Establish and develop strong working relationships with external stakeholders and key partners including Police Scotland, the Scottish Police Authority and other policing bodies operating in Scotland; Scottish Government; Crown Office and Procurator Fiscal Service; Her Majesty's Chief Inspector of Constabulary Scotland; Scottish Biometrics Commissioner; and other relevant bodies, through collaborative working to support and promote continuous improvement of policing in Scotland.

The above accountabilities and responsibilities are not exhaustive, and the Jobholder may be required to undertake additional duties that are consistent with the level and grading of the role.

Qualifications

You will be a qualified solicitor holding a current unrestricted Practising Certificate from the Law Society of Scotland and have at least 5 years relevant post qualification experience as a legal practitioner.

Success profile

Success profiles are specific to each job and they include the mix of skills, experience and behaviours candidates will be assessed on.

Experience

- Experience in providing legal advice including the production of sound legal analysis based on effective legal research
- Experience of managing litigation efficiently and effectively including the provision of clear, high quality and timely instructions to counsel and preparation of high-quality submissions to court on time
- Exercise of reliable legal judgment, with a good appreciation of legal risks
- Effective court skills with proven achievements and substantial experience of litigation and advice work.
- Experience of working with a broad range of stakeholders across all levels
- Senior level specialist knowledge/skills in one of the core areas (investigations, complaint reviews) or any relevant aspect of law enforcement or criminal justice.

Behaviours

Communicating and Influencing – Level 4

Working together – Level 4

Making effective decisions – Level 4

You can find out more about Success Profiles Behaviours [here](#)

Security Checks

The successful candidate must undergo Non Police Personnel Vetting (NPPV) Level 3 and Baseline Personal Security Scotland (BPSS) prior to appointment. Please see here <https://www.gov.uk/guidance/united-kingdom-security-vetting-applicant> to ensure you are aware of the requirements prior to submitting an application. Applicants should be aware that they are required to have lived in the United Kingdom for at least 3 years to meet the first element of the vetting requirements.

About Us

The Police Public Order and Criminal Justice (Scotland) Act 2006, as amended by the Police and Fire Reform (Scotland) Act 2012, sets out the functions of the Police Investigations & Review Commissioner (PIRC). These are to review the manner in which policing bodies in Scotland deal with complaints and also to conduct investigations into particular kinds of incidents involving the police. The types of investigation which the PIRC may carry out are specified in the 2006 Act, as amended.

The PIRC is a Non-Departmental Public Body (NDPB) sponsored by the Scottish Government. The organisation is led by the Commissioner, Laura Paton, who is supported by the Director of Operations and a team of staff based in Hamilton.

Equality Statement

The PIRC is an equal opportunities employer and is committed to promoting a diverse workforce, with an emphasis on the PIRC values of integrity, impartiality and respect. We therefore encourage and welcome applications from all members of the community. We are committed to the Disability Confident Initiative and offer a guaranteed interview to any applicant who meets all of the selection criteria required for the post and considers themselves to be disabled.

For information on this vacancy please contact the Human Resources Department at jobs@pirc.gov.scot or call on 07342 080256.

How to Apply

Apply online, **you must provide a CV and Supporting Statement** (of no more than **1000 words**) which provides evidence of how you meet the skills, experience and behaviours listed in the Success Profiles above.

Artificial Intelligence (AI) tools can be used to support your application, but all statements and examples provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, and presented as your own) applications will be withdrawn and internal candidates may be subject to disciplinary action.

Please see our candidate guidance for more information on acceptable and unacceptable uses of AI in recruitment.

Successful applicants will be invited for further assessment, this will consist of an interview and a presentation.

Should a large number of applications be received, an initial sift may be conducted using the CV and Supporting Statement on Experience 1.

We aim to provide feedback on request. However, if we receive a large number of applications, it may not be possible for us to provide specific feedback on your application. We will provide feedback on request to candidates who attend an interview/assessment.

The closing date for applications is midnight on **Tuesday 24th February 2026**.

Please continue to check your account on our recruitment portal as all applicants will have the status of your application updated on their account.

Please note we are unable to provide feedback on unsuccessful applications.