



CANDIDATE INFORMATION PACK

VACANCY	Principal Solicitor
SALARY	£62,111– £77,439 pro-rated (GRADE C1) STAFF WILL BE APPOINTED ON POINT 1 OF THE SCALE - £62,111 (pro-rated)
STATUS	Permanent
HOURS OF WORK	3 to 4 days (7 hours a day) per week
LOCATION	Hamilton – currently working to a hybrid model of office and home
CLOSING DATE	Midnight on Tuesday 14th April

The Police Investigations and Review Commissioner (PIRC) is currently seeking to recruit a **Principal Solicitor** to join her team who are based in Hamilton.

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.

The Police, Public Order and Criminal Justice (Scotland) Act 2006, as amended by the Police and Fire Reform (Scotland) Act 2012 and the Police (Ethics, Conduct and Scrutiny) (Scotland) Act 2025, sets out the functions of 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.

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.

As a Principal Solicitor you will assist the Head of Legal Services in the effective delivery of a broad range of legal services to the Commissioner and PIRC Senior Leadership team (SLT), in particular legal work associated with litigation and advice.

The specific duties for the role are:

- To support the Head of Legal Services in the day-to-day management of the legal services function with PIRC.
- To develop and improve the provision of the legal services function to ensure that PIRC delivers its priorities and strategic objectives.
- To lead on the provision of legal advice in high-risk and sensitive operational matters including ongoing death / criminal / misconduct investigations; information management;

- and public inquiries.
- To help manage risk and business continuity, promote risk awareness and prioritise work in light of risk analysis.
- To 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 in response to Petitions seeking Commission and Diligence for recovery of documents; and
 - in other forums, such as Public Inquiries.
- To provide advice regarding the Commissioner's statutory duty in terms of data protection and freedom of information legislation.
- To have due regard to the need to promote equality of opportunity.
- To work closely with statutory partners and key stakeholders; prepare, review and implement protocols and memoranda of understanding with key stakeholders in order to maintain strong working relationships and to support and promote the continuous improvement of policing in Scotland.
- To deputise for the Head of Legal Services as required.
- To devise and provide training to PIRC Staff on such legal matters as are relevant to their duties and to give guidance on developments in the law.
- To attend all CPD and / or PIRC events as required, and to complete all annual and mandatory training required for the role.
- To be responsible for assessing and self-managing risk within all aspects of the role.

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, and also in line with any legislative changes to PIRC's role and functions.

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 profiles

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

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

Experience

- Experience in providing legal advice including the provision 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
- Experience of exercising reliable legal judgement, with a good appreciation of legal risks.
- Experience of dealing with competing demands and to prioritise appropriately.
- Experience of court work with proven achievements and substantial experience of litigation and advice work.
- Ability to assimilate information and reach sound judgements.

- Ability to articulate views and present well-reasoned arguments on complex issues.
- Ability to produce high-quality written work and convey information with clarity, confidence and professionalism.
- Ability to build and maintain strong relationships with colleagues and senior level stakeholders.
- Demonstrate an understanding of, and firm commitment to, the promotion of diversity and equality of opportunity.

Behaviours

Communicating and Influencing – Level 4

Working together – Level 4

Making effective decisions – Level 4

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.

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 **14th April 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.