



THE FACULTY OFFICE

Investigators

The Faculty Office is currently seeking to appoint investigators (formerly called “nominated notaries”) to join its panel to investigate complaints of serious misconduct by notaries.

The investigator’s responsibilities and role:

- Investigate the allegation of misconduct diligently and expeditiously
- Inspecting documents
- Interview or correspond with the notary and person making the allegation (if required)
- Make a written report stating whether the Investigator reasonably believes that there is a *prima facie* case of notarial misconduct to be answered and the grounds for that case
- Act independently of the Faculty Office
- Planning and prioritising own work
- Conducting visits in a professional and sensitive manner
- Laise with the Prosecutor
- Advocacy is not required

Competencies

Candidates will be able to demonstrate:

- Experience of investigative work or forensic or analytical work
- An understanding of legal practice
- An excellent written ability
- Hold an exemplary professional record and inspire a high degree of trust and confidence
- Ability to communicate effectively and courteously
- Unblemished criminal record check or evidence of genuine rehabilitation

About the Faculty Office and notaries

The Faculty Office on behalf of the Master of the Faculties appoints and regulates notaries in England and Wales. The rules governing complaints (effective from 28 April 2026) against notaries are the [Notaries \(Conduct and Discipline\) Rules 2026](#).

Notaries are the oldest profession of lawyer in England and Wales. “Notary” or “notary public” is a protected title and only those qualified and registered can call

themselves notaries. Scrivener notaries are notaries with additional qualifications and who have expertise in at least two foreign languages. The principal role of a notary in England and Wales is to “attest the authenticity” of deeds and other legal documents for use abroad.

Notaries have to follow the Notaries Practice Rules 2019 and other rules and regulations. The implications of these rules and how best to follow them is set out in the Code of Practice but the fundamental principles are:

- Integrity
- Independence and impartiality
- A prompt and proper standard of services
- Ensuring the public can trust in the “office” (title) of notary
- Proper governance and sound financial and risk management principles
- Respect for equal opportunity and diversity

Each year there are a small number of complaints that require formal investigation. In 2025 roughly half a dozen cases were referred for investigation.

Equal Opportunities and Diversity

The Faculty Office welcomes applications from all sections of the community and from people with a variety of different backgrounds and experience.

Remuneration

This is not a salaried role. Investigators will not be employed by the Faculty Office. Instead, the investigator will be entitled to a fixed fee. For the draft table of fees (awaiting approval) see [here](#).

Training and induction

Initial training and induction will be provided.

How to apply

To apply for this role, please submit your CV and covering letter to the Registrar at Faculty.Office@1thesanctuary.com . Please make sure that your CV and covering letter clearly demonstrate how you meet the requirements of the role. Our deadline for applications is **30 April 2026**.

The Faculty Office would be pleased to speak to interested applicants to address any questions that they might have about the role.