

Competency Framework  
Fee-Paid Legal Member of the Welsh  
Language Tribunal



### About the competency framework

The competency framework lists ways a Fee-Paid Legal Member of the Welsh Language Tribunal who is working effectively might demonstrate each of the five competency areas.

This framework is aligned to the Judicial Skills and Abilities framework used by Courts and Tribunals Judiciary, and the Judicial College to ensure that role holders are assessed by the same measures at every stage of their career.

When considering your application and taking part in the selection process please think how your experience is transferable to the competencies listed below. Each example you give should apply to a specific competency area. You do not need to address every bullet point in your example or examples, but you should seek to address the competency area as a whole, as expressed in the description under each title.

## Exercising Judgement

Demonstrates integrity and applies independence of mind to make incisive, fair and sound decisions

- Correctly applies the relevant practice, legislation and procedure to facts and submissions
- Demonstrates independence of mind
- Ensures fairness; demonstrates integrity and acts without bias or prejudice
- Presents decisions clearly, in a timely and appropriate manner
- Demonstrates awareness of potential conflicts of interest and takes appropriate action to avoid them

## Possessing and Building Knowledge

Possesses a detailed knowledge of a relevant jurisdiction, law and practices. Demonstrates an ability and willingness to learn and develop professionally, encouraging others to do so as well

- Demonstrates extensive knowledge of the relevant law and its underlying principles and procedure
- Demonstrates a high ability to acquire knowledge rapidly especially of unfamiliar or highly complex subject matter
- Keeps abreast of changes in the law, new tribunal processes and procedures
- Pursues, and supports others in, continuous learning and professional development, regularly sharing information and knowledge

## Assimilating and Clarifying Information

Quickly assimilates information to identify essential issues, develops a clear understanding and clarifies uncertainty where necessary

- Effectively assimilates and processes large amounts of complex information from multiple sources
- Identifies, and ensures the focus remains on, the relevant issues
- Weighs material fairly in order to reach a reasoned decision
- Identifies information gaps and appropriate means for obtaining further details

## Working and Communicating with Others

(‘Others’ includes tribunal members and those involved in the administration of justice, as well as all tribunal users)

Values diversity and shows empathy and sensitivity to the different needs of individuals. Demonstrates good communication skills and develops effective working relationships with all

- Supports colleagues and is receptive to their contributions
- Adopts a clear and succinct communication style, both in writing and orally, that ensures understanding by others
- Shows an awareness of the importance of diversity, takes an anti-discriminatory approach and demonstrates sensitivity to the particular needs of different communities and groups.
- Listens attentively and seeks clarification to ensure all parties have a fair opportunity to present their case

## Managing Work Efficiently

Works and plans effectively to make the best use of resources available to deliver an efficient Judicial system

- Manages time and prioritises tasks and obligations to ensure efficient completion of workload
- Resolves problems independently but seeks advice and offers assistance to others when appropriate
- Demonstrates resilience, responding calmly and flexibly to changing circumstances
- Utilises available resources, including making full use of the latest technology and embracing innovation