JOB DESCRIPTION

SALARIED REGIONAL EMPLOYMENT JUDGE
EMPLOYMENT TRIBUNALS (ENGLAND & WALES)

I. **Purpose of Office**
The purpose of judicial office is to administer justice in accordance with the laws of England and Wales.

II. The purpose of the office of Regional Employment Judge is the judicial leadership and management of the Employment Tribunal region to which the judge is assigned and to act as part of the national team of Regional Employment Judges under the leadership of the President of the Employment Tribunals. Regional Employment Judges also perform the full range of the duties of a salaried Employment Judge, subject to their leadership and management responsibilities.

III. **Jurisdiction**
Regional Employment Judges of the Employment Tribunals sit throughout England and Wales, currently in 10 Regional Offices and 20 or more hearing centres. Regional Employment Judges are appointed under regulation 6 of the Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013 and are assigned by the President to undertake the functions set out in regulation 7 of the regulations.

IV. Regional Employment Judges manage the judicial resources of and sit in a particular region, although they may be required, from time to time, to manage or sit elsewhere according to the needs of the Tribunals. There are currently 10 Regional Employment Judges who are responsible to the President for the administration of justice in Tribunals in the area to which they are appointed.

V. **South West Region**
Employment Tribunals in the South West region sit regularly at numerous ad hoc hearing centres, but principally at Bristol, Southampton, Havant, Exeter, Plymouth and Bodmin. The Regional Administrative Centre is at Bristol, where the Regional Employment Judge and most of the salaried Employment Judges are based, and where the vetting, processing, management and listing of cases take place. The remaining salaried judges are located at Southampton and Exeter.

VI. **Main Activities**
Regional Employment Judges of the Employment Tribunals exercise a delegated responsibility from the President of Employment Tribunals for:

- discharging the judicial management function of listing of cases;
• managing judicial resources;
• maintaining a close working relationship with local and regional HMCTS management and the listing staff in their region;
• allocating cases to Judges and Members in the Region;
• determining the composition of Tribunals hearing cases in their Region;
• reporting to the President of the Employment Tribunals on the accommodation and judicial resource needs of the Region;
• working across jurisdictions with other judiciary and with HMCTS staff and management on the effective and collaborative use of premises and resources;
• liaising in respect of the transfer and allocation of judiciary to locations where the work of Employment Tribunals is or may be undertaken;
• implementing the President's directions in the overall supervision of listing and the judicial work of the Region to ensure judicial quality and efficiency;
• attending Regional Employment Judges' Conferences as required by the President and providing such further assistance to the President as he or she may from time to time request;
• overseeing judicial training and management of judicial standards in the Region;
• meeting such judicial performance standards as may be set nationally which are consistent with good quality decision-making and the provision of a fair and speedy service;
• ensuring that all Judges and Members adhere to the President's “Standards for the Employment Tribunals in respect of Hearings”;
• ensuring high standards of case management and hearings, by providing appropriate guidance, advice and support;
• investigating complaints against Judges and Members in their Region, as delegated by the President;
• overseeing, in liaison with Tribunal staff, the progress of cases towards hearing and disposal so as to secure the most efficient dispatch of business compatible with the interest of justice;
• carrying out performance and development appraisal for Judges in their Regions;
• ensuring that the Region has an effective mentoring scheme;
• monitoring annual leave and sickness absences, and informing the President accordingly, particularly where there are concerns that may require a reference to Occupational Health;

• providing pastoral support and guidance for the judges for whom they are responsible and implementing the requirements of the judicial welfare policies;

• agreeing and recording working and non-working days of judges appointed under salaried part-time working terms;

• establishing and maintaining an effective local User Group;

• establishing and maintaining a good working relationship and cooperation with leadership judges in other MoJ Courts and Tribunals in the Region, especially in the context of the HMCTS Reform Programme;

• implementing any requirements of the Reform Programme;

• participating in local leadership groups, judicial engagement groups and other cross-jurisdictional forums;

• establishing and maintaining an effective working relationship with ACAS in the Region;

• administering the judicial mediation programme in their Region;

• managing the resources under their control efficiently and productively;

• monitoring and operating sitting day budgets and sitting profiles consistent with effective, timely and efficient listing of cases;

• implementing and managing any change in law, procedures and jurisdictions;

• planning and providing training and guidance to Judges and Members so as to ensure the proper determination of cases within the region;

• assisting the President as necessary in ensuring that justice is delivered fairly and efficiently;

• assisting the President, as part of the national leadership and committee structure of the Employment Tribunals, on a wide range of strategic and policy matters, as directed by the President;

• sitting regularly, including on cases of particular difficulty, sensitivity or significance, included cases remitted on appeal;

• effecting judicial outreach to the wider community;

• being IT-literate and making the best use possible of electronic means of research and communication.

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