

Job Description

Fee-paid non-legal members sit with a First-Tier Tribunal Judge to determine appeals from decisions of the Information Commissioner made under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection Act 2018/GDPR. The cases may concern access to information by a member of the public, or enforcement action taken by the Information Commissioner.

Non-legal members bring an important lay perspective to hearings, but are expected to have a sound professional knowledge of at least one of the main legislative areas. Professional experience of modern data handling including data analytics would be an advantage.

Non-legal members are expected to own their own laptops, suitable for use with an e-judiciary account. They are expected to have access to stable wi-fi in a quiet location to enable them to hold skype conferences with colleagues or to participate in e-learning.

Hearings are listed regionally, although the majority are held in London. Some hearings take place by video conference or by determination on the papers.

Whilst the appointment is to the Upper Tribunal, the majority of sittings anticipated for this role are in the General Regulatory Chamber of the First-tier Tribunal with the occasional opportunity to sit on appeals in the Administrative Appeals Chamber of the Upper Tribunal.

Main activities:

Attending training events (in person and/or by e-learning)

Reading case papers and preparing for hearings (paper or electronic bundles). Assimilating often complex legal and factual information.

Participating in pre-hearing discussions with the Judge and a fellow member.

Sitting in hearings, listening to oral evidence and submissions, asking appropriate questions.

Respecting the confidentiality of "closed" material at all times.

Participating in the panel's deliberations.

Commenting on a draft written decision produced by the Judge and producing a written note about any points of dissent in a timely manner and according to agreed timescales.

Expected to be IT-literate and to make the fullest use possible of electronic means of research and communications

Keeping up to date with Chamber guidance

Claiming fees and expenses in a timely manner

June 2019