



Information Pack

Fee-Paid Selection Exercise Panel Member

Thank you for your interest in working with the Judicial Appointments Commission (JAC).

The JAC selects judges for courts and tribunals, and non-legally qualified tribunal members. The JAC selects candidates for judicial office through fair and open competition, encouraging a wide range of high quality candidates to apply for the posts that it advertises.

Since the JAC was created in 2006, the work of the people on our panels has been vital to the success of the organisation. Panel members contribute to the maintenance of an internationally recognised judicial system. Whether reviewing candidates' applications or meeting candidates in person at a selection day, panel members are at the front line providing an assessment that helps Commissioners to decide who to recommend for judicial appointment.

This is a challenging role. The JAC's selection exercises attract many candidates of the highest intellectual calibre and ability. It is essential to the Commission that panels assess all candidates fairly and consistently. Panels will challenge and probe the information before them in order to give the Commission well-informed advice.

If you are used to working with senior professionals, are an experienced assessor of diverse people, have excellent writing skills and are familiar with competency or strengths-based assessment, we would be delighted to hear from you.

The work of the JAC

The JAC is an independent non-departmental public body that selects candidates for judicial office in the courts and tribunals in England and Wales, and for some tribunals with a UK-wide jurisdiction.

The JAC has 3 key statutory obligations:

- to select candidates solely on merit
- to select only people of good character
- to have regard to the need to encourage diversity in the range of persons available for selection for appointments

To find out more about the JAC's work, visit:
www.judicialappointments.gov.uk/about-jac

Context of the work of JAC panel members

Efficient and effective selection panels are important to ensuring that the JAC makes the most meritorious recommendations to appoint new judges and non-legal members of tribunals.

Panels assess all the evidence of a candidate's merits against the competencies, skills and abilities required for the post. In making the final decision about who to recommend for appointment, Commissioners consider carefully the assessments of the panel who have evaluated all sources of evidence including during a face-to-face selection day.

Panel members therefore have a key role in ensuring that the JAC conducts its business efficiently, fairly and with a focus on its statutory duty to select on merit.

Information about the role

We are currently looking to increase our cadre of panel members who we can call on. You would be working as a selection panel member and at times as a peer reviewer.

Peer reviewers will work closely with panel member colleagues to provide immediate feedback as well as share good practice and ensure consistency. Peer reviewers will be most often deployed in larger exercises where there are many panels but could also be deployed on any selection exercise. Peer reviewers will observe selection panels and provide real-time feedback to panel members.

During 2018–19 we made 1,031 recommendations, more than 3 times the number we did 2 years ago. This level of recruitment will likely continue this year. In addition to involvement in sifting and interviews, panel members write reports. Reports must be of high quality and need to be completed to a tight deadline, ensuring that it addresses the relevant competencies and accurately reflects the panel discussions, linked to the available evidence.

Fees

£270 to £310 a day, plus reasonable travel and subsistence expenses.

Location

Most of the activity will be based mainly in Clive House, 70 Petty France, London SW1. Other locations in central London may be used. Where necessary selection days may also take place at other locations around the UK – for example Newport, Leeds and Manchester.

Time commitment

On average we expect to offer a panel member around 30 days a year. Normally it will be in blocks of a week, where availability will be required for the whole week. This role would not suit a candidate who could only commit to 1 or 2 days a week.

There is also no guarantee of the amount of work.

Eligibility

To be eligible to apply for these posts, you:

- should not hold, or have ever held, judicial office (this does not include magistrates, who are eligible to apply)
- should not be, or have ever been, a lawyer in any jurisdiction

Nationality requirements

Open to UK, Commonwealth, EU and European Economic Area (EEA) and certain non-EEA nationals with the right to work in the UK.

Age

There is no age limit for candidates.

Diversity

The JAC is committed to promoting diversity within our panel members and fostering a diverse and inclusive working environment. We welcome applications from all candidates who meet the eligibility criteria. **We particularly encourage applications from Black, Asian and ethnic minority backgrounds as this group is currently under-represented on our panels. Additionally, we also welcome applications from those candidates who can speak Welsh.** All appointments will be based solely on merit.

Job description

Following induction, which will normally consist of a training day, panel members will initially sit as a lay member of the selection panel, alongside the panel chair and a judge. When more experienced, they can act as panel chair or peer reviewer.

Both panel members and panel chairs are required to:

- independently assess the candidates, at sift (when application forms and/or other material are reviewed) and selection day (when candidates are assessed using various tools including a competency or skills-based interview) following JAC processes, and arrive at a unanimous decision

- write efficiently and accurately evidence-based assessments on a digital system, that may be read by senior members of the judiciary and the Lord Chancellor
- support the panel chair in their activities, especially in the drafting of panel reports, to help ensure the smooth and effective running of the panel
- actively participate and attend all relevant selection events
- work closely and constructively with JAC staff and other panel members
- participate in discussions at key stages in the process
- support other panel members in adhering to and actively promoting the JAC's policies and processes
- consistently uphold the aims of the JAC
- demonstrate the JAC values of Fairness, Professionalism, Clarity and Openness, Learning and Respect
- be willing to give and receive feedback, and use that for self-development and improvement
- raise any concerns with the exercise manager
- as needed, assist JAC staff in other selection-related tasks, such as advising on operational matters, policy-making, or conducting research

In addition, when acting as panel chair, panel members will:

- chair the sift and selection day assessments
- lead panel meetings, inviting comments and opinions from the other panel members
- initiate and lead panel discussions on fair selection techniques, including addressing unconscious bias, before selection begins
- ensure that the panel works as a team, with all members contributing equally to the decision-making process, to arrive at a unanimous decision
- ensure that the JAC's process is followed to the required standard
- lead on writing the panel reports
- lead the moderation of candidates, working with chairs of other panels

Person specification

These are challenging and demanding posts, and some flexibility in working hours is required. You will work with intellectually able and articulate candidates and fellow panel members, under time pressure, while ensuring fairness and consistency in assessment. We are looking for experienced professionals who already possess the skills to perform successfully as a panel member.

Essential requirements

Applicants must have:

- experience of sitting on selection or assessment panels
- experience of using competency or skills-based selection processes
- skill in conducting interviews, using a structured process and asking probing questions to test the suitability of candidates
- excellent written and oral communication skills

- the ability to quickly analyse a large quantity of information, and condense it into balanced, clear and concise evidence-based reports
- strong digital skills
- an understanding of and a commitment to diversity, including the provisions of the Equality Act 2010
- an awareness and understanding of the diversity of the communities which the courts and tribunals serve
- the ability to work constructively with others

Training and appraisal

Successful candidates will be required to attend a 1-day induction meeting in London. The next dates for training are likely to be 30 September 2019 and 4 October 2019. We would expect successful candidates to be available for one of these dates.

We also aim to arrange shadowing opportunities to give new panel members a taste of a selection day.

Initially you will sit as a panel member, supporting the panel chair. Your ongoing performance will be appraised by the JAC and will include feedback from your fellow panel members. The appraisal process is open, so you will have the opportunity to see your report and reflect your views. Work is offered subject to a consistently high level of performance.

Remuneration

For each full day of sitting, panel chairs are paid £310 and panel members £270 (incorporating holiday pay of £34.99 and £28.69 respectively). Half day-fees for up to 4 hours work also apply, paid at 50% of the rates above. The JAC does not pay sick leave, nor is the role pensionable.

If you are asked to act as panel reviewer, your fee will be £310 a day.

Income tax and National Insurance will be deducted at source by the JAC. Your fees will be paid by BACS, one week in arrears. There is no need for you to invoice the JAC.

All reasonable receipted (standard class) travel and subsistence costs will be reimbursed in full.

Conflict of interest

You should notify the JAC in your application of any potential conflicts of interest, and these should cease before the date of your appointment. A clear example of a conflict would be offering advice or coaching services to candidates for judicial appointment.

Selection process

The selection process will consist of 3 stages:

1. Submission of your CV, a suitability statement against the essential criteria for the role and details of 2 referees.

The suitability statement is your opportunity to tell us about the experience, skills and knowledge you have for the post. You must provide examples and evidence linked to the essential criteria for the post and the [competency framework](#) showing why your skills and experience would enable you to perform effectively in the role.

You will also need to provide details of 2 referees who will only be contacted if we are going to invite you for interview. Referees should be people who know you in a professional context and can comment on how you meet the essential criteria and competencies for the role, rather than personal referees. As referees will be contacted by email please ensure the email details are correct. Please include this on your CV.

Your suitability statement and CV will be considered by a panel consisting of an experienced panel member and a JAC member of staff.

2. If you are successful you will be asked to undertake a work exercise which will include observing an interview online, taking notes and drafting a written report. This report will then be assessed.

3. If you remain in the selection process you will be invited for an interview with a panel consisting of JAC staff and experienced panel members. As well as asking questions about your work experience and competencies, you will be provided with some scenarios to answer questions on.

We are not able to refund travel and subsistence to attend the interview.

Feedback will be provided to all candidates who are not successful following their interview.

Reasonable adjustments

The JAC is committed to considering any reasonable adjustments needed to ensure that you can participate in the selection process fairly. The application form asks you to identify any arrangements and adjustments you may require. Requests will be considered on a case-by-case basis and the information given will not be used in selection decisions.

If you are recommended for appointment, reasonable adjustments will be considered if you have a disability under the Equality Act 2010. Any reasonable adjustments to enable you to take up appointment will be discussed separately with you by the JAC.

Baseline personal security checks

All successful applications will be subject to checks covering aspects such as nationality, right to work and criminal records checks (covering unspent convictions) before commencing work as a JAC panel member.

Failure to pass these security checks will mean that the offer will be withdrawn.

Timescales

There is no closing date for this exercise. We will accept any application while this exercise is live. We will only close the exercise once we have sufficient panel members.

To apply and any questions

Applications with your CV and statement of suitability can be sent by email to:

Ian Thomson
Head of Corporate Services

Email: Ian.Thomson@judicialappointments.gov.uk

Telephone: 020 3334 5899