

# Competency Framework

## Salaried Employment Judge of the Employment Tribunals (England and Wales)

### About the competency framework

The competency framework lists ways a judge who is working effectively as a Salaried Employment Judge of the Employment Tribunals 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/s, 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 legally sound decisions

- Applies the relevant law and procedure correctly to progress the case
- Reaches timely decisions which are soundly reasoned and easy to follow
- Demonstrates independence of mind
- Ensures fairness; demonstrates integrity and acts without bias or prejudice, especially in challenging, complex situations

## Possessing and Building Knowledge

Possesses a detailed knowledge of own field of law and practice. Demonstrates an ability and willingness to learn new areas of law and procedure when required and develop professionally, encouraging others to do so as well

- Demonstrates current or previous substantial experience of employment law
- Demonstrates an ability to acquire knowledge rapidly, especially of unfamiliar or complex subject matter
- Keeps abreast of changes in the law, new processes and procedures
- Pursues, and supports others in, continuous learning and professional development, regularly sharing relevant information and knowledge when appropriate

## 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
- Critically analyses information and applies appropriate weight to it in order to reach a reasoned decision

Competency Framework  
**Salaried Employment Judge of the Employment  
Tribunals (England and Wales)**

## **Working and Communicating with Others**

(‘Others’ includes judges, tribunal members and those involved in the administration of justice, as well as all tribunal users)  
Values diversity and shows sensitivity to the different needs of individuals. Demonstrates good communication skills and develops effective working relationships with all.

- Remains approachable, is supportive of colleagues and receptive to their contributions
- Provides guidance and instructions to the administrative staff of the Tribunals on correspondence
- Establishes authority and demonstrates courtesy, gaining the confidence of others
- Deploys appropriate strategies to defuse conflict and facilitate constructive working relationships
- Communicates effectively both orally and in writing in a manner that ensures understanding by others
- Listens attentively and probes effectively, ensuring a fair opportunity to all parties to present their case whilst ensuring the efficient disposal of the proceedings
- Shows an awareness of the importance of diversity and sensitivity to the needs of different communities, groups and individuals

## **Managing Work Efficiently**

Works and plans effectively to make the best use of resources available

- Manages time and prioritises tasks to ensure efficient completion of workload
- Utilises available resources, making full use of the latest technology, to carry out the role in the most efficient way
- Resolves problems independently, but seeks advice and offers assistance to others when appropriate
- Demonstrates resilience, responding calmly and flexibly to changing circumstances and pressure
- Engages with colleagues to maintain high levels of professional standards