



COURTS AND
TRIBUNALS JUDICIARY

SALARIED JUDGE OF THE FIRST-TIER TRIBUNAL

JOB DESCRIPTION

Purpose of Office:

1. The purpose of judicial office is to administer justice according to law, without fear or favour, affection or ill-will. Judicial office holders must swear the judicial oath (or affirm) that they “will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second Her Heirs and Successors according to law” and “will well and truly serve our Sovereign Lady Queen Elizabeth the Second in the Office of a Judge of the First-tier Tribunal and [I] will do right to all manner of people after the laws and usages of this Realm without fear or favour, affection or ill will”.

Jurisdiction:

2. The Salaried Judge has both judicial and judicial management duties, and when appointed to the First-tier Tribunal will be initially assigned to a specific Chamber. The Senior President of Tribunals may subsequently authorise the assignment of the appointee to another Chamber within the First-tier Tribunal.

Main Duties

3. A Salaried Judge is expected to hear a wide range of often complex and substantial cases and make and communicate reasoned decisions both orally and in writing. This can include:
 - preparation for hearings, by reading and assimilating papers in an appeal before it commences, including the study of written documents and reports;
 - the determination of appeals, finding facts applying the relevant law and giving a reasoned, often written determination, referring to established case law and guidance as appropriate.
4. The jurisdictions of the First-tier Tribunal vary according to the Chamber of assignment. A Salaried Judge will sometimes be expected to sit alone and will sometimes be expected to sit on a panel (often chairing) either with another Judge or Judges or with a Medically Qualified Tribunal Member, a Disability Qualified Tribunal, a Financially Qualified Tribunal Member or other Specialist or Lay Member.
5. A Salaried Judge may be required to make interlocutory decisions and give directions for the judicial management of a tribunal case. This will involve pre-hearing interlocutory matters and post-decision matters, where the Judge may need to review and, where appropriate, take action in respect of a decision of a Fee-paid or Salaried Judge, or, if the decision is not reviewed, decide whether to grant or refuse permission to appeal to the Upper Tribunal.

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6. A Salaried Judge is required to be IT literate and capable of using available resources (which may include the latest technology) this will include computers within the tribunal hearing, in some cases proficiency of e-bundles, and engaging in, and where necessary adopting, working practices that makes the best use of these resources.
7. Salaried Judges may, at the direction of the President of the Chamber to which they are assigned, also have a judicial leadership role with responsibility for:
 - Maintaining and improving judicial standards, including meeting such judicial performance standards as may be set nationally which are consistent with good decision making and the provision of a fair and speedy tribunal system. Providing pastoral and other support and other such matters as delegated by the Chamber President or senior judge (as appropriate). Salaried Judges may also lead meetings of the Tribunal User Group.
 - Providing support and guidance where necessary for the effective induction and integration of new judges and members within the region.
 - In conjunction with the Chamber President or senior judge (as appropriate), appraising and monitoring the performance of other judges and members, and providing written reports and recommendations as required by the Chamber President. This may include supporting and mentoring Salaried and Fee-paid Judges who are not performing to the required standard. It may also require the preparation of references for those applying for judicial office.
 - Participating in judicial training, including the writing and delivery of judicial training material. This may include delivering lectures and acting as a facilitator in district/regional and national training;
 - Ensuring a close liaison with members of staff at a jurisdictional, regional/ district and local level;
 - Carrying out such other duties as may from time to time be allocated to the Salaried Judge by the Chamber President or senior judge.

Training

8. Prior to taking up duties in the Chamber to which he/she is assigned the Salaried Judge will undergo Chamber specific induction training and further induction training will be provided in the event that the Salaried Judge is subsequently assigned to another Chamber, (whether in place of, or in addition to, the original Chamber).

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