

Competency Framework
**Fee-paid (Specialist Information Rights)
Member of the Upper Tribunal assigned to
the Administrative Appeals Chamber and
First-tier Tribunal General Regulatory
Chamber (Information Rights) Jurisdiction**



About the competency framework

The competency framework lists ways a Fee-paid (Specialist Information Rights) Member of the Upper Tribunal who is working effectively might demonstrate each of the five competency areas relevant to this post.

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 or examples, but you should seek to address the competency area as a whole.

Exercising Judgement

Demonstrates integrity and applies independence of mind to make incisive, fair and sound decisions

- Applies the relevant law and procedure correctly and in a timely manner
- Demonstrates independence of mind
- Ensures fairness; demonstrates integrity and acts without bias or prejudice
- Demonstrates awareness of potential conflicts of interest and takes appropriate action to avoid them
- Demonstrates an ability to make and contribute to decisions on Information Rights issues

Possessing and Building Knowledge

Possesses a detailed knowledge of own field of practice and demonstrates an ability and willingness to learn and develop professionally

- Demonstrates a detailed knowledge of at least one of the main legislative areas: Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection Act 2018/GDPR
- Demonstrates an ability to acquire knowledge rapidly, especially of unfamiliar or complex subject matter
- Keeps abreast of changes in own field of practice
- Pursues continuous learning and professional development

Assimilating and Clarifying Information

Quickly assimilates information to identify essential issues, develops a clear understanding and clarifies uncertainty through eliciting and exploring information

- Effectively assimilates and processes large amounts of information from multiple sources
- Critically analyses the information and applies appropriate weight to it in order to reach a reasoned decision
- Identifies and focuses on the relevant issues, avoiding irrelevant detail
- Identifies information gaps and appropriate means for obtaining further details

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Working and Communicating with Others

('Others' includes other member(s) of the tribunal, appellants and those involved in the administration of justice, as well as all tribunal users)

Recognises diversity and shows sensitivity to the different needs of individuals. Demonstrates good communication skills and develops effective working relationships with all

- Is supportive of other colleagues and receptive to their contributions
- Adopts a clear and succinct communication style, both in writing and orally, that ensures understanding by others
- Shows an awareness of the importance of diversity, takes an anti-discriminatory approach and demonstrates sensitivity to the particular needs of different communities and groups
- Listens attentively and seeks clarification to ensure all parties have a fair opportunity to present their case

Managing Work Efficiently

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

- Manages time and prioritises tasks and obligations to ensure efficient completion of workload
- Resolves problems independently but seeks advice and offers assistance to others when appropriate
- Demonstrates resilience, responding calmly and flexibly to changing circumstances
- Utilises available resources, as well as the latest technology, to carry out the role in the most efficient way