

Job Description

DUTIES AND RESPONSIBILITIES:

The purpose of judicial office is to administer justice according to law, without fear or favour, affection or ill will.

1. To attend scheduled sessions to determine appeals, both at personal hearings and requests for postal decisions.

2. **At Personal Hearings the Adjudicator will:**
 - Hear appeals, usually on a 'one-to-one' basis.
 - Conduct the proceedings in an informal manner unless circumstances require a more formal hearing.
 - Explain the procedure and the way in which he/she is proposing to conduct the hearing.
 - Explore fully all relevant and factual issues.
 - Explain the relevant legal issues in plain English.
 - Control the hearing effectively whilst giving the parties and any witnesses full opportunity to contribute.
 - Use a variety of questioning techniques to test the appellant's case.
 - Use active and passive listening techniques as appropriate.
 - Summarise the issues for the benefit of the parties.
 - Give clear and concise reasons for his/her decision and, where necessary, explain any misunderstandings of road user charging regulations.
 - Conduct hearings to ensure that any form of discrimination is eliminated.
 - Not let their personal views or any other influence their conduct, attitude or decision.

3. **With postal decisions the Adjudicator will:**
 - Determine appeals where the appellant does not wish to attend in person.
 - Explore fully all relevant and factual issues.
 - Arrive at decision based on information provided by both the appellant and the local authority.
 - Give clear and concise reasons for his/her decision, and where necessary, explain any misunderstandings of road user charging regulations.
 - Give an explanation of the relevant legal issues in plain English.
 - Not let their personal views or any other influence their attitude or decision.

4. **Adjudicators will also be required to:**
 - Attend training sessions.
 - Attend meetings with the Chief Adjudicator.

FINAL

- Provide Regular reports to the Chief Adjudicator.

Each Adjudicator shall make an annual report to the Secretary of State. These reports will be collated by the Chief Adjudicator for presentation as a single annual report.

5. An Adjudicator is required to be IT literate and capable of using available resources (which may include the latest technology) and engaging in, and where necessary adopting, working practices that makes the best use of these resources.

Date: **18 October 2018**