

### About the competency framework

The competency framework lists ways that a judge who is working effectively as a Recorder 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 Judicial College to ensure that judges and judicial office 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 of a Recorder listed below. Please ensure you present examples in the specific competency area you are addressing. You do not need to address every bullet point in your example, but you should seek to demonstrate the competency area as a whole.

## Exercising Judgement

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

- Applies the relevant law and procedure correctly and in a timely manner, giving clear reasons for decisions
- Demonstrates independence of mind
- Ensures fairness; demonstrates integrity and acts without bias or prejudice
- Encourages parties to reach an agreement where appropriate

## Possessing and Building Knowledge

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

- Demonstrates a detailed knowledge of law and procedure in own field
- Demonstrates an ability to acquire further knowledge quickly
- Keeps abreast of changes in law, new court processes and procedures
- Pursues continuous learning and professional development

## Assimilating and Clarifying Information

Quickly assimilates information to identify essential issues, develops a clear understanding and clarifies uncertainty where necessary

- Identifies, and ensures the focus remains on, the relevant issues
- Effectively assimilates and processes large amounts of information from multiple sources
- Critically analyses information and applies appropriate weight to it in order to reach a reasoned decision
- Keeps an open mind and does not reach premature conclusions

## Working and Communicating with Others

(‘Others’ includes judges and those involved in the administration of justice, as well as all court users)

Recognises diversity and shows sensitivity to the different needs of individuals. Demonstrates good communication skills and builds rapport effectively

- Establishes authority and demonstrates courtesy, gaining the confidence of others
- Listens attentively to ensure 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
- Deploys appropriate strategies to maintain control and defuse tension
- Communicates effectively both orally and in writing in a manner that ensures understanding by others

## 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 and pressure
- Utilises available resources, including the latest technology, to carry out the role in the most efficient way