



.....

Information Pack:

00416: Regional Chairmen of the Employment
Tribunals (England and Wales) 2008

.....

CONTENTS

INTRODUCTION.....	1
ARE YOU ELIGIBLE?	2
REASONABLE ADJUSTMENTS	3
JOB DESCRIPTION	3
THE SELECTION PROCESS.....	6
CONTACTS AND FURTHER INFORMATION	7
JAC NOMINATED REFEREES	9
JAC COMMISSIONERS	10

INTRODUCTION

The Judicial Appointments Commission (JAC) is now inviting applications for the posts of Regional Chairmen of the Employment Tribunals. The closing date for applications is **6 January 2009**. The JAC has been asked to select two Regional Chairmen of the Employment Tribunals, one in the Cardiff Region, Wales and the other in the London Central Region.

This pack contains the information that you need about the appointments. It includes eligibility criteria and the job description. It also describes the selection process that the JAC will follow, with relevant dates and advice on how to prepare for the various stages of this process.

Before you can be considered for appointment, there are eligibility requirements that you must meet. The JAC is also required to assess your character. Before applying you should read these requirements and the guidelines that the JAC uses to assess character. These can be found on our website (www.judicialappointments.gov.uk) along with outline terms and conditions of service and terms of appointment for these posts. You will also need to demonstrate the qualities and abilities required for this office.

The independent JAC selects candidates for judicial office. It does so on merit, through fair and open competition, from the widest range of eligible candidates.

ARE YOU ELIGIBLE?

To be eligible for appointment as Regional Chairmen of the Employment Tribunals you must meet the following requirements.

Statutory requirement

Applicants must be existing salaried chairmen of the Employment Tribunals.

Age

There is no upper or lower age limit for candidates apart from the statutory retirement age of 70. The age at which someone is appointed to be a Regional Chairman of the Employment Tribunals must allow for a reasonable length of service before retirement, usually about five years.

Non statutory requirement

There is a requirement for candidates applying for the Cardiff vacancy to be willing to undergo training to acquire a working knowledge of the Welsh language, if they do not already possess this.

Nationality

You must complete a declaration of your nationality in the Application Form. In order to qualify for this post, you must be a citizen of:

- the United Kingdom; or
- another Commonwealth country; or
- the Republic of Ireland.

Character

The JAC is required by statute to appoint only persons of good character. In order to make these assessments we have developed Good Character Guidance which you can find on our website at www.judicialappointments.gov.uk. You can also write to us to request a copy (see the 'Contacts and Further Information' section of this Information Pack for our contact details).

The Good Character Guidance gives you some indication as to whether anything in your past conduct or present circumstances might affect your application for judicial appointment. You should read it carefully before completing the Application Form.

Good character questions and declarations

You are required to answer a number of questions related to good character in the Application Form and must make appropriate declarations as requested.

Applicants for judicial appointments are not protected by sections 4(2) and 4(3) of the Rehabilitation of Offenders Act 1974. Any convictions which would normally be regarded as having expired under that Act should therefore be declared in writing (Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975). You must provide details of all offences for which you have been convicted or cautioned. Details should include the nature of each offence, date of conviction or caution and the penalty imposed.

Where proceedings of any kind are pending, you should give details of the offence with which you have been charged or the disciplinary process you are subject to and, if known, the date when the case or action may be heard. It is important that you inform us of the outcome of any case or action concluded while your application is under consideration. Similarly, if you are

charged with any offence or any action is brought against you after submitting your application you should inform us immediately (see the 'Contacts and Further Information' section of this Information Pack).

In all cases, please provide as much detail as you can and indicate if there are any mitigating factors that you think the JAC should take into account in assessing your good character.

Good character checks

The JAC will also carry out checks on all candidates whom it intends to recommend for appointment. Further information about these checks will be provided separately to relevant candidates.

Failure to have declared any matters that come to light from these checks may prejudice the outcome of your application.

Disqualification

You should note that the House of Commons Disqualification Act 1975 applies to this office.

REASONABLE ADJUSTMENTS

The JAC is committed to considering any reasonable adjustments needed to ensure that you can participate in the selection process fairly. The Application Form asks you to identify any arrangements and adjustments you may require. Requests will be considered on a case-by-case basis and the information given will not be used in selection decisions.

If you are recommended for appointment, reasonable adjustments will be considered if you have a disability under the meaning of the Disability Discrimination Act. Any reasonable adjustments to enable you to take up appointment will be discussed separately with you by the Employment Tribunals after the JAC has made its recommendation.

JOB DESCRIPTION

The following information has been provided by the Ministry of Justice.

JOB DESCRIPTION

REGIONAL CHAIRMAN (EMPLOYMENT JUDGE) OF EMPLOYMENT TRIBUNALS (ENGLAND & WALES)

Purpose of Office

The purpose of judicial office is to administer justice in accordance with the laws of England and Wales.

Jurisdiction

Regional Employment Judges of the Employment Tribunals sit throughout England and Wales, currently in 12 Regional Offices, 9 ancillary offices and 12 or more hearing centres. Regional Employment Judges are assigned by the President to manage the judicial resources and sit in a particular Region although they may be required, from time to time, to manage or sit elsewhere according to the needs of the Tribunals. There are currently 12 Regional Employment Judges who are responsible to the President for the administration of justice in Tribunals in the area to which they are appointed.

Main Activities

Regional Employment Judges of the Employment Tribunals exercise a delegated responsibility from the President of Employment Tribunals for:

- the judicial management function of listing of cases, maintaining a close working relationship with the Regional Secretary and listing staff;
- the allocation of cases to Judges in the Region;
- the composition of Tribunals hearing cases in their Region;
- reporting to the President of the Employment Tribunals on the accommodation and judicial needs of the Region;
- implementing the President's directions in the overall supervision of listing and judicial work of the Region to ensure judicial quality and efficiency, attending Regional Employment Judges' Conferences as required by the President and providing such further assistance to the President as he or she may from time to time request;
- judicial training and management of judicial standards in the Region, including meeting such judicial performance standards as may be set nationally which are consistent with good quality decision-making and the provision of a fair and speedy service, in particular by ensuring that all Judges and Members adhere to the President's "Standards for the Employment Tribunals in respect of Hearings";
- ensuring high standards of case management, by providing appropriate guidance, advice and support;
- investigating complaints against Judges and Members in his or her Region;

- overseeing, in liaison with Tribunal staff, the progress of cases towards hearing and disposal so as to secure the most efficient dispatch of business compatible with the interest of justice;
- carrying out performance and development appraisal for Judges in their Regions;
- ensuring that the Region has an effective mentoring scheme; and
- monitoring annual leave and sickness absences and informing the President accordingly, particularly where there are concerns that may require a reference to Occupational Health.
- establishing and maintaining an effective local User Group;
- establishing and maintaining a good working relationship with judicial managers in other MoJ Tribunals in the Region;
- establishing and maintaining an effective working relationship with ACAS in the Region;
- administering the judicial mediation programme in their Region;
- assisting the President as necessary in ensuring that justice is delivered fairly and efficiently.
- For the position in Wales, the successful candidate must be willing to undergo training to acquire a working knowledge of the Welsh language if they do not already possess one.

Further Information

Further information about this post can be found on the JAC website:

www.judicialappointments.gov.uk.

THE SELECTION PROCESS

Application form

Details of the qualities and abilities against which you will be assessed are set out in the Application Form. You can draw on your full range of work and personal experience to demonstrate these qualities and abilities including, for example, voluntary work or any publication to which you have contributed. Please be specific in giving information.

Timetable

Closing date for applications	6 January 2009
Provisional date(s) for interviews	24-25 March 2009

Shortlisting

If you are shortlisted, you will be invited to interview. Further details will be sent with your invitation to attend. We are sorry that we are not able to provide written explanations to candidates who are not shortlisted.

References

We may seek information from people who are well placed to provide examples of how you meet the qualities and abilities. Referees are usually approached before the sift takes place and will be encouraged to draw on appraisal material if it is available. The material provided by referees will usually inform decisions at the sift stage, at interview stage and at final selection decisions by Commissioners.

Candidate nominated

You are invited to nominate up to three referees who know you well either personally or professionally. **We strongly recommend that you check with your referee that they are not conflicted.**

JAC nominated

The JAC may also request references from those identified in the section of this pack titled 'JAC nominated referees'.

Please provide the name, title, position and address of your relevant judicial and professional referees. You may also tell us if you do not wish us to approach the relevant professional referee now, but you must give reasons.

Conflict of interest

The Judicial Appointments Commissioners are listed at the back of this pack. You should not nominate a Commissioner as a referee. You should also state in the Application Form if you are in any way related to, or known to, any of the Commissioners and give details.

Outcome of the selection exercise

You will be advised of the outcome of your application in writing.

If you are unsuccessful at the selection day stage of the process, you can request a written explanation. You should make this request within six weeks of the date of the letter informing you that you have not been successful. We will aim to respond to your request within four working weeks.

Complaints procedure

If you are dissatisfied with any aspect of the way your application has been handled, please refer to the JAC's published complaints procedure, which is available from our website, or in writing on request.

CONTACTS AND FURTHER INFORMATION

Obtaining an application form

All the information about applying for this selection exercise is available at www.judicialappointments.gov.uk (current selection exercises).

The Application Form for this selection exercise can be obtained electronically by downloading it from the website.

Please contact the Judicial Appointments Applications Service (JAAS) team at the JAC if you wish to request a hard copy of the Application Form or Information Pack, or if you have any questions about submitting your application.

If you need the form and/or pack in a different format, for example Braille, please contact the JAAS team.

Acknowledgement of your application

You should receive an acknowledgement of your application within five working days of receipt. If you do not, please contact the JAAS team by telephone or e-mail.

Contact details

1. JAAS

Reference: 00416 (Please use this reference on all communications)

Judicial Appointments Commission
2nd Floor, Steel House
11 Tothill Street
London
SW1H 9LH

DX 149822 WESTMINSTER 6

E-mail: jaas@jac.gsi.gov.uk

Telephone: 0203 334 0123

2. Selection Exercise Team:

Sheila Newman	020 3334 0082	Acting Assistant Director
Chukwuma Uju	020 3334 0106	Selection Exercise Team Leader
Sean Conway	020 3334 0117	Selection Exercise Team Leader

E-mail addresses:

sheila.newman@jac.gsi.gov.uk

chukwuma.uju@jac.gsi.gov.uk

sean.conway@jac.gsi.gov.uk

Fax: 0203 334 0134

3. Director:

Sue Bush

0203 334 0567

Email: susan.bush@jac.gsi.gov.uk

JAC NOMINATED REFEREES

The JAC may also request references from those categories listed below.

Judicial referees

If you hold a judicial office not in this list, please contact the JAC so that we can consider who should be nominated as your judicial referee.

If you sit on a Tribunal, the Tribunal President or equivalent.

JAC COMMISSIONERS

Chairman of the JAC

Baroness Usha Prashar CBE

Members

Mrs Justice Jill Black DBE

Dame Lorna Boreland-Kelly DBE

Professor Dame Hazel Genn DBE QC

Lady Justice Heather Hallett DBE

Her Honour Judge Frances Kirkham

Sir Geoffrey Inkin OBE

Mr Edward Nally

Ms Sara Nathan OBE

District Judge Charles Newman

His Honour Judge David Pearl

Mr Francis Plowden

Ms Harriet Spicer

Mr Jonathan Sumption OBE QC

Lord Justice Roger Toulson