

Fee-paid Specialist Transport Member of the Upper Tribunal, Administrative Appeals Chamber and the Transport Tribunal 10 & 11 October – 14 October 2011

Panel Composition

The sift panel comprised a JAC Panel Chair, two judicial members and an Independent Member.

Purpose

The purpose of this report is to provide general feedback on candidate performance at the sift for Fee-paid Specialist Transport Member of the Upper Tribunal, Administrative Appeals Chamber and the Transport Tribunal exercise.

The first part of the report outlines the qualities and abilities which were assessed at the sift.

The second part of the report provides information on the overall performance of candidates in the sift, identifying areas where they performed well and where they performed poorly.

Qualities and abilities

The sift panel assessed applications against the following qualities and abilities. The one marked with an asterisk was particularly pertinent to this role:

1. Intellectual Capacity

- Expertise in the transport industry
- Ability quickly to absorb and analyse information.
- Appropriate knowledge of the underlying principles of the Administrative Appeals Chamber.

2. Personal Qualities*

- Integrity and independence of mind.

- Sound judgement.
- Decisiveness.
- Objectivity.
- Ability and willingness to learn and develop professionally.

3. An Ability to Understand and Deal Fairly

- Ability to treat everyone with respect and sensitivity whatever their background.
- Willingness to listen with patience and courtesy.
- Ability to enable parties to present their case.

4. Authority and Communication Skills

- Ability to explain the procedure and any decisions reached clearly and succinctly to all those involved.
- Ability to inspire respect and confidence.
- Ability to maintain authority when challenged.

5. Efficiency

- Ability to work at speed and under pressure.
- Ability to organise time effectively and produce clear reasoned judgments expeditiously (if required).
- Ability to work constructively with others.

General comments on candidate performance

The sift panel needed to be satisfied by reading the application forms and references that candidates possessed the necessary qualities and abilities in order to move through to the next stage of the selection process.

The Self Assessment

The candidates who gave the most valuable/useful information in their self-assessments were those who illustrated how they met the qualities and abilities by providing strong, specific examples of what they had done and how they had done it. Assertion alone was not enough; the panel could only rely on evidence supported by specific examples.

Self assessments that were well structured and provided specific evidence under the headings of each of the qualities and abilities required for the post were particularly effective. Some candidates provided a great deal of helpful information about their expertise in the section of the form that required candidates to set out their

specialism; but they then did not specifically provide sufficient evidence under Intellectual Capacity.

Some candidates needed to take more care in the presentation of their self assessment. Well expressed, spelt and punctuated self-assessments are easier to read and assess.

Candidates should note that the instructions within the information pack provide clear guidance on how to complete the self assessment. The JAC website also provides additional helpful hints and tips about the selection process.

References

Many references provided only brief information and tended to provide general assertions about the candidates' qualities and abilities. The references that provided the most helpful information were those that provided specific examples.

Candidates need to stress to the referees they nominate the importance of full, evidence-based references.

Conclusion

Candidates who were unsuccessful at shortlisting were those who did not provide sufficient evidence of the qualities and abilities because the evidence they gave tended to be generalised, comprising assertions rather than specific examples.

Overall, the sift panel was impressed by the breadth of knowledge and experience many candidates possessed and by the time and thought that had gone into their self assessments.