



Information Pack:

00535: Fee-paid Specialist Member of the First-tier Tribunal, Social Entitlement Chamber, Criminal Injuries Compensation

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1. INTRODUCTION

The Judicial Appointments Commission (JAC)¹ is now inviting applications for the position of Fee-paid Specialist Member of the First-tier Tribunal, Social Entitlement Chamber, Criminal Injuries Compensation. The closing date for applications is **noon** on **10 January 2012**. The JAC has been asked to select ten candidates to sit in venues across England and Wales.

This pack contains the information that you need about the appointments. It 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. These are set out in section 2.2.

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. The Good Character Guidance has recently been reviewed by the Commission. This updated guidance will apply to all exercises launched after **12 December 2011**. These can be found on our website (<http://jac.judiciary.gov.uk>) along with outline terms and conditions of service, the job descriptions and terms of appointment for these posts. You may also need to consider whether you are ready to apply for a judicial appointment, and in doing so may wish to look at the top tips and case studies sections of our website under 'Is it for me?'

¹ 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.

2. ABOUT THE POST

2.1 Overview of the role

Fee-paid Specialist Members of the First-tier Tribunal, Social Entitlement Chamber, Criminal Injuries Compensation are people with substantial experience of dealing with victims of violent crime in either a professional or voluntary capacity.

A fee-paid specialist member will typically sit as part of a three member panel alongside a judge and a medical member and assist in the conduct of the tribunal by providing a lay view both during the hearing itself and in subsequent decision making. They use their professional experience and specialist knowledge to examine the evidence, ask questions in the hearings, and contribute fully to the decisions of the Tribunal.

The frequency of sittings depends upon the workload of the tribunal. Members are expected to be available up to 30 days a year for tribunal business. The tribunal will endeavor to offer at least 15 days' sittings a year.

Sittings are usually arranged in blocks of a week at a time. Sittings are held at a number of venues across England and Wales and are likely to involve overnight stays.

The current rate is £391 per day. Travelling expenses and, in certain circumstances, subsistence allowances may be payable in connection with sittings and attendance at training courses.

The full terms and conditions, along with the job description, can be found on our website at: <http://jac.judiciary.gov.uk/>

2.2 Eligibility requirements

Please be aware that we will *not* assess your eligibility prior to completion of the shortlisting stage of this exercise. However, we will make this assessment prior to inviting candidates to the selection day stage of the exercise.

To be eligible for appointment as a Fee-paid Specialist Member of the First-tier Tribunal Social Entitlement Chamber, Criminal Injuries Compensation you must have substantial experience of dealing with the victims of violent crime.

Because many of the cases that come before the Tribunal involve evidence given by police officers, the Tribunal is unlikely to deploy persons who are serving police officers. Those who have previously been police officers must be able to demonstrate that their particular circumstances are such that limitations on their deployment are no longer relevant.

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 the First-tier Tribunal Social Entitlement Chamber, Criminal Injuries Compensation must allow for a reasonable length of service before retirement, usually for this position about five years.

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.

You must satisfy the nationality requirements by the time applications close for the exercise.

Disqualification

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

3. THE SELECTION PROCESS

3.1 Timetable

Closing date for applications	Noon on 10 January 2012
Date for receiving qualifying test invite email	26 January 2012
Provisional dates for qualifying tests	2 and 3 February 2012
Provisional dates for selection days	21 to 26 March 2012

3.2 The application form

The application form plays an important part in the selection process. You should complete all sections of the form, ensuring the information you provide is clear and accurate.

3.3 The self assessment

When completing the self assessment part of the application form, please be concise, as any information in excess of two pages will not be used to support your application. Note form is acceptable.

In preparing your self assessment it is important to remember that this is a critical part of your application. Please look at the qualities and abilities required for this

post. It should explain how you demonstrate the qualities and abilities and not simply be a reiteration of your career history.

You should consider the following:

- This assessment is your opportunity to expand on the information you have provided about your career history. It should explain how you demonstrate the qualities and abilities and not simply be a reiteration of your career history.
- Make sure that you provide specific examples that demonstrate how your skills match the qualities and abilities sought at the level appropriate for the role for which you are applying. It is not enough to talk generally about a situation and what happened – we need to know specifically what your thinking was, what actions you took and how you handled the situation.
- Be clear and explicit when writing your examples so that there is no room for doubt about how you personally have tackled something. Do not assume that the person reading your form will be able to infer, from your description, what your role was and what specifically you were responsible for.
- Keep your answers concise and to the point. It is important that the focus is on you – your actions and your responsibilities – not the situation as a whole.

3.4 Obtaining an application form

The application form for this selection exercise can be obtained electronically by downloading it from the JAC website.

If you need the form, information pack or other information in a different format, for example Braille, please contact the JAAS team:

Reference: 00535 (Please use this reference on all communications)
Judicial Appointments Commission
1st Floor, Steel House
11 Tothill Street
London
SW1H 9LH

DX 149824 WESTMINSTER 6
Email: jaas@jac.qsi.gov.uk
Telephone: 0203 334 0123

3.5 Shortlisting

All candidates will be invited to undertake an online qualifying test. Once we have registered your application form, we will contact you via email with instructions and a link to our external test provider.

If you have not received an email by 27 January 2012 please contact JAC on 0203 334 0632.

You will be able to complete the test on your own computer at a time convenient to you within the two day period stated above. You should note the test is time bound and it will last up to a maximum of **90** minutes. Once you commence the test, you will be required to complete it within one sitting.

The qualifying test is the sole method used to shortlist candidates for the selection days for this exercise. It is designed to assess your knowledge of dealing with the victims of violent crime. The test will consist of both multiple choice questions and questions on a case scenario set in the jurisdiction of Criminal Injuries Compensation. You will be provided with relevant reference material in advance of the test. You will be required to analyse the information provided, identify issues and provide reasoned decisions to each of the questions posed.

Details of the test and the relevant reference materials will be available on our website from **10 January 2012**.

Not all the qualities and abilities set out in the self assessment form will be assessed at the qualifying test stage – some will be assessed at the selection day stage if you are shortlisted.

A description of the sort of tests we use is on our website at <http://jac.judiciary.gov.uk/selection-process/19.htm>

The material is provided by way of an illustrative example of the structure and format of the test a candidate may expect to face. However, you should note that the test you sit will vary from this example.

3.6 Referees

Referees are approached before the selection day takes place and the material they provide will inform decisions at the selection day and final selection decisions made by Commissioners.

Referees should be people who are well placed to comment on how you meet the qualities and abilities. You should ask your referees to review guidance on the JAC website which outlines the information that should be included within a reference.

Candidate nominated

You are required to request the references from up to three referees who know you well either personally or professionally. You must ask your referees to submit their references direct to the JAC. The JAC will inform you when you need to contact your candidate nominated referees, along with details of where the relevant forms and associated information can be found on our website for this particular exercise. It is expected that references will be requested on or around **23 February 2012**.

We strongly recommend that you check with your referee that they do not have a conflict of interest in this exercise and that they are able and content to support you within the required timescale.

Please advise your referees that the preferred method of return is via email – hard copy returns will only be accepted in exceptional circumstances.

JAC nominated

The JAC will 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. If you do not currently hold a judicial office and have excluded your relevant professional referee, you must suggest an alternative referee who is familiar with your work.

Conflict of interest

The JAC 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.

3.7 Selection day

If you are shortlisted you will be invited to a selection day. The selection day for this exercise will consist of a panel interview and will include questions based on a short scenario which you will be provided with prior to the interview. Further details will be sent with any invitation to attend. The overall assessments made by the panel, which take account of evidence from your application, the selection day and references, are provided to the Commissioners when they make their selection decisions.

3.8 Statutory consultation

As required by the Constitutional Reform Act 2005, the JAC will consult with the Lord Chief Justice and a second person who has held the office in question or has other relevant experience. For this exercise the second consultee will be the Senior President of Tribunals.

3.9 Good character

The JAC is required by statute to select only persons of 'good character'. In order to make these assessments, we have developed character guidance which you can find on our website under 'Can I apply?'

The 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. You have a continuing responsibility throughout the selection process for any character matter that may arise up to the date of appointment.

Character questions and declarations

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

The Good Character Guidance has recently been reviewed by the Commission. This updated guidance will apply to all exercises launched after 12 December 2012.

Candidates 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 (Exceptions) 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 must 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 character.

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.

3.10 Selection decisions

The Commission, sitting as the Selection and Character Committee, will consider the information gathered about candidates, which includes the overall assessment report from the selection day panel and statutory consultation comments, to select those candidates to recommend to the Lord Chancellor.

3.11 Report to the Lord Chancellor

The Commission reports its final selections to the Lord Chancellor. The Lord Chancellor can accept or reject this recommendation, or ask the Commission to reconsider it. The Lord Chancellor may not select an alternative candidate.

3.12 Outcome of the selection exercise

You will be advised of the outcome of your application by post and we hope to get these results to you by May 2012. Please note that we will issue the results to successful and unsuccessful selection day candidates on the same day.

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 20 working days.

3.13 Training requirements

Newly appointed fee-paid office holders are not eligible to sit until they have attended and satisfactorily completed the initial two day induction course organised by the President of the Tribunals. This is currently provisionally planned for September 2012. During the course of their appointment, office holders are required to undertake such further ongoing training as may be arranged and required by the President.

3.14 Complaints procedure

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

4. FURTHER INFORMATION AND CONTACTS

4.1 Further Information

For further information about the selection process and the requirements of the Constitutional Reform Act 2005, please consult our website.

4.2 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, any reasonable adjustments to enable you to take up appointment will be discussed separately with you by the Her Majesty's Courts and Tribunals Service after the JAC has made its recommendation.

5. JAC NOMINATED REFEREES

The JAC may also request references from individuals in the 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 you should nominate as your judicial referee.

If you are a member of a Tribunal, the Chamber President/Tribunal President or equivalent.

Professional referee

If you are employed, your line manager or equivalent.

Alternative referee

If you are not in paid employment, a referee who can comment on your suitability for the post.

6. JAC COMMISSIONERS

Chairman

Mr Christopher Stephens

Members

Mr Justice David Bean

Lady Justice Jill Black DBE

Dame Lorna Boreland-Kelly DBE

Professor Dame Hazel Genn DBE QC

Sir Geoffrey Inkin OBE

Ms Sara Nathan OBE

District Judge Charles Newman

His Honour Judge David Pearl

Mr Francis Plowden

Ms Harriet Spicer

Lord Justice Roger Toulson