



Judicial Appointments Commission
Senior and International Appointments Team
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102 Petty France
London
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<http://jac.judiciary.gov.uk>

24 February 2017

APPLICATION PROCESS FOR THE LORD CHIEF JUSTICE 2017

These instructions are to give you guidance on how to apply for this exercise once you have submitted your **Notification of Intent** to apply which has to be received by **13:00 on 30 March 2017**. If you have not done this by the due date, but still wish to apply, please contact the JAC immediately to let us know.

There is no formal application form for you to complete, however please send the following documents to jacset3@jac.gsi.gov.uk and these will comprise your application and other personal information that we have to collect.

1. Letter of application

- This should explain how you satisfy the selection criteria for the role of Lord Chief Justice (see **Annex A**) and meet the requirements of the job description and person specification given in Section 3 of the information pack using specific and explicit examples. The letter can be in the format of your choice.
- Please cite three pieces of work, two of which should be recent judgments, and one other piece of significant and recent work. You are asked to explain briefly why they are interesting or important in the development of the law, and how they, too, demonstrate the selection criteria.

Please provide weblinks to/references for them so that we may download copies for the panel. *Please do not submit the judgments in full.*

2. The written plan

- The panel would like you to write a paper of about 2000 words, relating to your plans as Lord Chief Justice. The precise subject will be sent to you after your notice of intent has been received, on 30 March.
- Once completed your paper should be emailed to our secure inbox jacset3@jac.gsi.gov.uk by **13:00 on 11 May 2017**.

For both documents, please use Microsoft Word and ensure you include your name on all documents (this could be done by putting in a header) and please do not PDF the documents you submit.

3. Personal information form

This is a separate document and includes the following:

- Your name and contact details
- Confirmation that you are eligible to apply
- Your availability if selected for interview and any reasonable adjustments required
- A character declaration
- A declaration of any interest or conflict with the panel members
- A diversity monitoring form

4. Consent to character checks

- Please complete this form and return it to jacset3@jac.gsi.gov.uk at the same time as your letter of application, CV and personal information. There is no requirement for a personal signature on any part of this form – your typed name will suffice.

These four items should be sent to jacset3@jac.gsi.gov.uk to arrive by:

13:00 on 27 April 2017.

If you require any help or clarification, please call me, Jacky Fox, on 0203 334 6139 or email me at: jacqueline.fox@jac.gsi.gov.uk.

Jacky Fox
Senior and International Appointments Team

Check list:

To be submitted by **13:00 on 30 March 2017**

- Notification of Intent to apply for the Court of Appeal, including the details of the senior civil servant you wish us to consult

To be submitted by **13:00 on the 27 April 2017**

- Letter of application
- Personal information form
- Consent form for character checks

To be submitted by **13:00 on 11 May 2017**

- Your written plan

LCJ 2017 – selection criteria

The role is complex, high profile and demanding, requiring an outstanding judge and leader.

Outstanding judicial competence

- Highest intellectual and legal ability.
- Ability to preside over both Divisions of the Court of Appeal (as well as cases in the Divisional Court of the Queen's Bench Division).
- Ability to hear the most complex and high profile cases of all types.
- An understanding of the diversity of the communities, an insight into their differing requirements and an appreciation of the impact of law on society.

Outstanding leadership skills including

- Ability to hold the confidence of Parliament, the public, the judiciary and the legal profession.
- The long term vision and strategic thinking required to lead the judiciary and to maintain its standing and attraction, particularly during financial pressures, uncertainty and significant structural and constitutional change.
- The ability to lead and inspire the modernisation of the administration of justice.
- The willingness and ability to delegate.
- Visibility to the wider judiciary, including magistrates, and the public.

An excellent understanding of and ability to work within the environment in which the administration of justice operates, including:

- A deep appreciation, understanding of constitutional, political and European issues and their potential development.
- An excellent appreciation of the particular needs of the administration of justice in Wales and the implications of the devolution settlement in that context.
- The ability to engage fully and to deal effectively with members of the Executive, Parliament, the media and professional and other bodies as set out above.
- The ability to work collaboratively and collegiately with the President of the Supreme Court, the Lord President of the Court of Session, Lord Chief Justice of Northern Ireland, Heads of Division, the Senior President of Tribunals, the President of Welsh Tribunals and other leadership judges.
- The ability to provide overall guidance to the Judicial Office and to work closely with its officials.

Personal qualities

- Resilience and firmness of purpose under pressure coupled with sureness of touch.
- Interpersonal and inspirational skills.
- The stamina required for long working hours.
- Patience and the ability to listen.
- Decisiveness.