

## About the competency framework

The competency framework lists ways that a judge who is working effectively as a Deputy District Judge, Fee Paid First-tier Tribunal Judge or a Fee-paid Employment Tribunal Judge might demonstrate each of the five competency areas relevant to these posts.

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 the judicial roles listed above. 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

- Quickly identifies and applies the relevant law and procedure correctly in deciding and progressing the case
- Demonstrates independence of mind
- Makes decisions clearly and in a considered and confident way, especially in challenging complex situations
- Ensures fairness; demonstrates integrity and acts without bias or prejudice

## Possessing and Building Knowledge

Possesses a detailed knowledge of own field of law and practice. Demonstrates an ability and willingness to learn new areas of law and procedure when required and develop professionally

- Demonstrates a detailed knowledge of law and procedure in own field
- Demonstrates an ability to acquire further knowledge quickly, especially of unfamiliar or complex subject matter, by effectively using different information sources
- Keeps abreast of changes in law and new processes and procedures
- Pursues continuous learning and professional development, sharing relevant information and knowledge with others where possible

## 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
- Clarifies own understanding and information

## Working and Communicating with Others

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

Values diversity and shows sensitivity to the different needs of individuals, groups and communities. Demonstrates effective communication skills and builds rapport effectively

- Establishes authority and demonstrates courtesy, inspiring respect and confidence in others, while providing direction and appropriate strategies to maintain control and defuse tension, encouraging parties to reach agreement where appropriate
- 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, takes an anti-discriminatory approach and demonstrates sensitivity to the particular needs of different individuals, communities and groups.
- Communicates effectively and succinctly both orally and in writing in a manner that ensures understanding by others
- Effectively adapts communication style for interactions with others in physical or remote settings.

## Managing Work Efficiently

Works and plans effectively to make the best use of resources available

- Effectively manages time and other resources, prioritising tasks and obligations to ensure efficient completion of workload, both in and out of court
- Takes responsibility for own workload, resolving problems independently but seeking advice and offering 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

