

### About the competency framework

The competency framework lists ways in which a judge who is working effectively as a Recorder might demonstrate each of the five competency areas.

This framework is aligned to the Judicial Skills and Abilities framework used by Courts and Tribunals Judiciary, and the Judicial College to ensure that role 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 listed below. Each example you give should apply to a specific competency area. You do not need to address every bullet point in your example or examples, but you should seek to address the competency area as a whole, as expressed in the description under each title.

## Exercising Judgement

Demonstrates integrity and applies independence of mind to make incisive, fair and legally sound decisions

- Applies the relevant law and procedure correctly to progress the case in a timely manner.
- Presents decisions clearly and in a considered way.
- Demonstrates independence of mind.
- Ensures fairness; demonstrates integrity and acts without bias or prejudice, especially in challenging, complex situations

## Possessing and Building Knowledge

Possesses a detailed knowledge of own field of law and practice. Demonstrates an ability and willingness to learn and develop professionally

- Demonstrates a detailed knowledge of the law and procedure in own field(s) of practice.
- Demonstrates an ability to acquire knowledge rapidly, especially of unfamiliar or complex subject matter.
- Keeps abreast of changes in the law, and new court processes and procedures.
- Pursues continuous learning and professional development, regularly sharing relevant information and knowledge with others when appropriate.

## Assimilating and Clarifying Information

Quickly assimilates information to identify essential issues, develops a clear understanding and clarifies uncertainty where necessary

- Effectively assimilates and processes large amounts of complex information from multiple sources.
- Identifies and ensures the focus remains on the relevant issues.
- Critically analyses information and applies appropriate weight to it in order to reach a reasoned decision.
- Keeps an open mind and does not reach premature conclusions.

## **Working and Communicating with Others**

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

Recognises and values diversity and shows sensitivity to the different needs of individuals. Demonstrates good communication skills and develops effective working relationships with all

- Establishes authority whilst demonstrating courtesy.
- Gains the confidence of others while deploying appropriate strategies to maintain control and defuse tension.
- Communicates effectively both orally and in writing in a manner that ensures understanding by others in physical or remote settings.
- Listens attentively to ensure a fair opportunity to all parties to present their case whilst ensuring the efficient disposal of the proceedings.
- Understands the importance of diversity, takes an anti-discriminatory approach and demonstrates sensitivity to the particular needs of different individuals, communities and groups.

## **Managing Work Efficiently**

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

- Manages time and prioritises tasks to ensure efficient completion of workload.
- Resolves problems independently but seeks advice and offers assistance to others when appropriate.
- Demonstrates resilience, responding calmly and flexibly to changing circumstances and pressure.
- Utilises available resources, including making full use of the latest technology, to carry out the role in the most efficient way.