***Judicial Appointments Commission – Senior Panel Secretary***

***A fixed term-contract opportunity for* *legal professionals***

***in the early stages of their careers***

**The Kalisher Trust is delighted to invite applications for one of three senior panel secretary roles with the Judicial Appointments Commission, employment to commence in June 2018. These roles would ideally suit candidates who have completed the BPTC and are taking up pupillage in September 2019. Please read the full job specification below, and further details on how to apply. All applications must be received by the Kalisher administrator by 5pm on Monday 30th April.**

**About the JAC**

The Judicial Appointments Commission (JAC) is an independent public body, established in April 2006, to select judges in the courts and tribunals, and non-legal tribunal members. The JAC selects judicial candidates through fair and open competition, encouraging a wide range of quality candidates to apply for the posts that it advertises. The JAC Board is chaired by Lord Kakkar, a cross-bench peer, and a further fourteen, senior lay and judicial Commissioners who collectively make the decisions on selections.

The JAC is responsible for designing, planning and running recruitment campaigns to select judicial office holders up to and including the High Court. It has a statutory duty to select solely on merit, while keeping our selection processes open to the widest range of applicants. It is committed to attracting applicants from as diverse a field as possible and work closely with a range of organisations to promote vacancies to eligible candidates. It launches a new campaign for judicial posts every 1 to 2 weeks. These range from high volume campaigns attracting upward of 2,000 applicants to smaller campaigns for the most senior roles, attracting a handful of highly qualified people.

The JAC is being asked to deliver a challenging programme of recruitment exercises and is set to make more recommendations for Judicial appointments than at any time in the past. At the same time, it must ensure that quality of the selection process and of those selected for appointment remain high, as well as encouraging diversity in the range of persons available for judicial selection.

More is on the website: <http://jac.judiciary.gov.uk>

**The Role**

This is a new role and offers an exciting opportunity to work directly with the JAC selection panels (senior independent and judicial panellists). The roles provide the chance to gain unique experience of the selection day interviews and candidate assessments that lead to recommendations for judicial office.

As a Senior Panel Secretary, you will directly help panels ensure that the JAC fulfils its statutory duty of selecting judges solely on merit. This will be a key role delivering complex and constitutionally sensitive work in a rapidly changing environment. You will work closely with the JAC’s Commissioners, operational and policy teams, senior lay and judicial panel members, as well as key stakeholders.

One of your primary activities will be to directly support and advise the JAC selection panels, which normally consist of 2 independent members and a judicial member. These selection panels play a significant role in providing the assessment evidence to support the final decision on recommending candidates for appointment. Your role in ensuring that the panel provides high quality and fairly assessed evidence will be key to the success of the significant programme that the JAC is set to deliver over the next two years.

Based at Clive House, Petty France, London, the JAC offers a range of benefits including an attractive annual leave allowance and flexible working. While most of the activity will take place at central London locations, there are occasions where it is necessary to hold selection days regionally. As Senior Panel Secretary, you will be required to assist the panel at these locations which may require the occasional overnight stay.

**Main responsibilities:**

* Act as Senior Panel Secretary for selection exercises for court and tribunal judges and lay members. You will advise, support and assist the panel to ensure candidates are assessed fairly on merit.
* Work with panel members to complete panel reports on each candidate in a timely fashion. These will address the relevant competencies required for the role and accurately reflect the panel discussion to a standard that enables JAC Commissioners to make appropriate decisions.
* Assist in the preparation of panels, including training, ensuring all panellists are aware of the process and the selection criteria. Taking an active role in the calibration of assessments across different panels and in moderation meetings where panel assessments are quality assured, ensuring a consistency of approach and decision making.
* Produce accurate, fair and actionable feedback, working with the panel, for unsuccessful candidates at selection day to enable them to develop themselves for future judicial roles.
* You will be part of a team managed by the Quality Assurance Lead for the JAC. You will work closely with colleagues who lead the overall management of each selection, and those who look after candidates and support the administrative process. You will play a key role in reviewing and quality assuring the selection exercise process and the performance of panels, identifying areas for innovation and improvement, and liaising with selection exercise teams and wider colleagues to ensure best practice is implemented.
* Provide support to the Head of Operations, and leadership and support to the wider JAC team as required.

**Successful applicants will need to demonstrate:**

* The ability to engage and communicate confidently with senior staff, independent panellists, members of the judiciary, and candidates.
* The ability to build constructive relationships with a variety of internal and external stakeholders.
* Experience of working to high quality standards in a fast paced environment.
* Excellent written and verbal communication skills and the ability to tailor communications to a range of audiences.
* Excellent attention to detail and a focus on quality.
* Ability to take accurate notes in a complex and sensitive environment, and to produce reports that are accurate, professional and balanced.
* Strong IT skills, especially MS Word and Excel and the ability to quickly develop an understanding of other IT systems.

**Desirable criteria**

In addition the following would be helpful but are not essential:

* Experience of recruitment and selection processes.
* A commitment to diversity.
* Experience of the judiciary.

**Opportunities for Development**

**In addition to daily exposure to the process for judicial appointment and working alongside senior members of the judiciary, lay panellists and Commissioners, the JAC will offer successful applicants:**

* **The opportunity to undertake a personal project, designed to advance some aspect of judicial appointment (for example diversity; selection tools; qualifying tests) – reporting to a member of the senior leadership team/Commissioner.**
* **Comprehensive induction training in the judicial appointments process; the structure and working of the judiciary; and on the role of Senior Panel Secretary.**
* **Access to regular, internal, workshops and training sessions on leadership; coaching; HRD developments and practice; and IT skills.**
* **5 days’ personal development training per annum.**
* **Opportunities to sit with a serving judge.**

**Terms**

Three of these roles are on offer as Kalisher Trust placements. For these placements, the duration of the contract will be 12 months.

This position would ideally suit a successful BPTC graduate, who has secured pupillage for 2019. Those in the course of current pupillage applications may apply.

**The salary, which is pensionable, will be £35,895 per annum.**

**How to apply**

Please submit:

* Your c.v. which should be not more than 2 sides of A4; and
* A statement of suitability, why you are interested in the role, again no more than 2 sides of A4, and that demonstrates you meet the Kalisher Trust criteria including our financial need requirement. (please see our website for further details.)

By e-mail to: [administrator@thekalishertrust.co.uk](mailto:administrator@thekalishertrust.co.uk)

Application deadline is Monday 30th April 2018

If you are successful you will be invited for an interview first with 2 members of Kalisher, followed by a final round interview with the JAC in the presence of one Kalisher Trustee. You may be asked to undertake a work exercise which will include observing an interview on line, taking notes and drafting a written report.

We are not able to refund travel and subsistence to attend the interview.

Feedback will be provided to all candidates who are not successful following the interview day.