JUDICIAL APPOINTMENTS BOARD FOR SCOTLAND

# GUIDANCE NOTE

## THE OFFICE OF SHERIFF

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## 1. INTRODUCTION

This Guidance Note is provided for applicants who are considering applying for the role of Sheriff. This document provides information and guidance about how to apply and how to complete the application form.

There are vacancies across all six sheriffdoms in Scotland. At the launch of this recruitment exercise, there are **22 confirmed vacancies** available for appointment.

In addition, a small number of vacancies may arise during the initial stages of this competition and these may be filled from this recruitment round.

See further details on the currently known vacancies below.

| Location | Roles | Requirements |
|---|---|---|
| | | Sheriffs are expected to cover all areas of business (criminal and civil), any particular requirements are detailed below. |
| Glasgow | 3 | The post holder will be expected to have a civil background and in particular commercial law would be desirable. |
| | | |
| Floating based at Aberdeen | 2 | The post holder will be expected to have a civil background and in particular family law would be desirable. |
| Aberdeen | 3 | The post holder will be expected to have a civil background and in particular family law would be desirable. |
| | | |
| Edinburgh | 1 | The post holder will be expected to possess the flexibility to acquire high-level knowledge in specialist areas. These may include extradition, personal injury, adults with incapacity (AWI) or other areas. |
| Floating based at Edinburgh | 1 | The post holder will cover all areas of business. |
| Floating based at Livingston | 1 | The post holder will be expected to have a civil background. |
| Selkirk / Jedburgh | 1 | The post holder will cover all areas of business. |
| | | |
| NS (Resident) | 1 | The post holder will be expected to have a civil background and in particular family law would be desirable.<br>The Sheriff Principal will agree the base court with the candidate. |
| NS Floating | 1 | The post holder will be expected to cover all areas of business.<br>The Sheriff Principal will agree the base court with the candidate |
| | | |
| Airdrie | 1 | The post holder will cover all areas of business. |

| | | |
|---|---|---|
| SSD&G Floating | 2 | The post holder will be expected to cover all areas of business. The Sheriff Principal will agree the base court with the candidate. |
| | | |
| Tayside Central & Fife (Floating) | 1 | The post holder will be expected to cover all areas of business. The Sheriff Principal will agree the base court with the candidate. |
| Forfar | 1 | The post holder will be expected to cover all areas of business. |
| Dundee | 1 | The post holder will be expected to cover all areas of business. |
| Tayside Central & Fife (Floating) | 2 | The post holders will be expected to cover all areas of business. They will primarily cover business in Perth and Kirkcaldy Sheriff Courts. The Sheriff Principal will agree the base court with the candidate. |

A series of videos about the Sheriff role are available on the JABS YouTube Channel.

## 2. THE OFFICE OF SHERIFF ROLE PROFILE

The Role Profile, which is produced by the Judicial Office for Scotland, outlines the responsibilities and required skills for Sheriffs.

The salary for a full-time Sheriff is currently £179,939 per annum.

It is expected that the successful candidates will be appointed in October 2027, when they will commence the induction process with the Judicial Institute for Scotland.

Please read the Role Profile on our website.

## 3. ELIGIBILITY

### 3.1 Statutory Eligibility Requirements

The eligibility for the Office of Sheriff is set out in section 14 of the Courts Reform (Scotland) Act 2014 and is noted below.

*(1) An individual is qualified for appointment to a judicial office mentioned in subsection (2) if the individual —*

*(a) immediately before the appointment, held any other judicial office specified in that subsection, or*
*(b) at the time of appointment—*

*(i) is legally qualified, and*
*(ii) has been so qualified throughout the period of 10 years immediately preceding the appointment.*

*(2) The judicial offices are—*

*(a) Sheriff principal, (b) Sheriff, (c) summary Sheriff, (d) part-time Sheriff, (e) part-time summary Sheriff.*

*(3) For the purposes of subsection (1), an individual is legally qualified if the individual is a solicitor or an advocate.*

A period of devilling does not constitute a break in the continuity of legal qualification, in accordance with a recent ruling of the Court of Session. The ruling can be viewed on the Scottish Courts and Tribunals Service website.

### 3.2 Mandatory Retirement Age

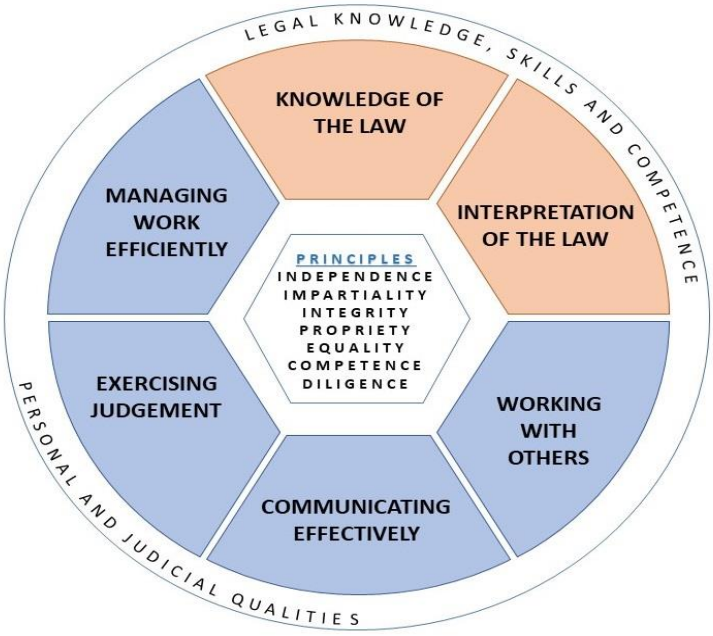
There is a mandatory retirement age of 75 for judicial office holders as defined in Section 16 of the Judicial Pensions and Retirement Act 1993.

## 4. JUDICIAL SKILLS AND QUALITIES

### 4.1 Skills and Qualities

We assess each applicant against a set of legal, judicial and personal qualities that are necessary for the role, as set out in the Role Profile.

**Legal, Judicial and Personal Qualities for Sheriff**




Those seeking appointment should be judicial office holders or practitioners of standing, whether solicitors or advocates. They should have considerable court experience.

The essential requirement for the role of a Sheriff is to possess the ability and legal standing to perform the functions of the office. This requires knowledge and experience not only of civil law and practice but also that relating to summary and solemn crime.

It is essential that those applying for appointment as a Sheriff who do not have knowledge or experience in each of these disciplines demonstrate the ability to acquire knowledge in unfamiliar areas of the law.

We do not expect that applicants will be familiar with all areas of a Sheriff's work. Once appointed, there will be opportunities for further study, training and development, and suitable mentoring is made available. However, it is important that a Sheriff is of sufficient legal standing to command confidence in their decisions with immediate effect, and it is critical that you can demonstrate both the ability and the motivation to succeed at this level across a broad range of civil and criminal work.

### 4.2 Knowledge, Skills and Abilities Being Sought for the Role of Sheriff

Set out below are the legal, personal and judicial characteristics which are being sought for this role.

**Criterion 1: Knowledge, Interpretation and Application of the Law**

A Sheriff candidate will have a high level of legal knowledge, experience and standing in the area(s) of law in which they specialise. In particular, they will have very strong skills in the analysis and interpretation of the law. They require:

- A high level of expertise in your area of practice
- An ability to analyse and interpret the law

**Personal and Judicial Qualities**

In addition to their legal expertise, Sheriffs are expected to have excellent personal and judicial qualities. The panel looks for evidence that applicants will be capable of exercising sound judgement in a responsible way on the bench. You should provide evidence of how difficult situations were tackled, judgments made, discretion exercised and what was achieved.

**PLEASE NOTE: ALL CRITERIA WILL BE ASSESSED THROUGHOUT THE RECRUITMENT PROCESS. AT THE APPLICATION STAGE, CANDIDATES WILL BE ASSESSED AGAINST ONLY TWO SUB-CRITERIA. THE SPECIFIC SUB-CRITERIA BEING TESTED WILL BE IDENTIFIED ON THE APPLICATION FORM.**

**Criterion 2: Managing Work Efficiently**

- Manages cases and time effectively
- Diligent and hardworking
- Confident in managing the court process
- Able to work at speed and under pressure

**Criterion 3: Communicating Effectively**

- Establishes authority and inspires respect and confidence
- Modifies communication style to meet the needs of different court users
- Listens with patience and respect
- Produces written work that is clear, concise and well-reasoned

**Criterion 4: Exercising Judgement**

- Remains impartial and open minded and is seen to be fair to all
- Able to analyse and assess evidence and arguments

- Able to reason in a clear and rational way
- Confident in judging and making decisions

**Criterion 5: Working With Others**

- Understand people and society
- Allows people to give of their best
- Is even-tempered and consistent
- Treats people with respect and sensitivity

### 4.3 Education, Professional Qualifications, Training and Career History

While we place great importance on the legal career of an applicant, and success in that career, we also value experience outside the law that may be relevant to the qualities required for judicial office.

Judicial experience (including part-time or full-time, court or tribunal) is something that we will take into account; however, it is not a requirement for appointment to full-time judicial office. If you have not held judicial office, you should not be deterred from applying. You should draw attention to any aspect of your career or any other experience that demonstrates the qualities required for this judicial office.

## 5. THE PANEL

The Panel comprises eight members of the Board, including four judicial or legal members and four lay members. For this recruitment round, there will be two four-member panels operating, each comprising two judicial or legal members and two lay members. One Panel Chair will be assigned to each panel, with one Chair acting as the Lead Panel Chair for the competition. The panels will assess applications, conduct interviews and make recommendations to the Judicial Appointments Board for Scotland for appointment.

Only the judicial and legal members assess the legal competence of applicants in accordance with section 13 of the Judiciary and Courts (Scotland) Act 2008.

There will be a moderator throughout the recruitment process. The moderator does not assess candidates but is responsible for ensuring that the recruitment process is conducted consistently and fairly for all applicants. Additionally, a notetaker will be present during the interview process.

## 6. THE PROCESS

You must complete an online application. Applications will be assessed by the panel on a name-blind basis against the required criteria. You will then be notified whether or not you have been shortlisted for interview.

Final decisions on recommendations to the Scottish Government are made by JABS in line with statutory requirements. Recommendations are made solely on the basis of merit provided JABS is satisfied about the good character and conduct of applicants.

You can view the whole assessment process, including guidance, hints and tips, on 'The Process' page on the JABS website.

## 7. ONLINE APPLICATION

On the first occasion you apply online for judicial office where the process involves JABS, you will be required to register on the GetGot portal via the JABS website. The email registered will become the default email contact for the recruitment process. If you have any difficulties, please contact the Business Management Unit (BMU) on 0131 244 3131 or email us directly on mailbox@jabs.gov.scot.

When you submit your application, you will receive an acknowledgement by email. You should contact us if you have **not** received an acknowledgement within 24 hours of submitting your application.

Please note the application system will not spell or grammar check your submission. Please take care to check that there are no typing, spelling or grammatical errors.

Evidence will be taken into account by the panel from across the entire application when assessing your personal and judicial characteristics. For example, the legal written work submitted with the application will provide evidence for the Communicating Effectively Criterion.

**Applications need to be submitted by 12 noon on the closing date of Wednesday 2 December 2026 . Applications received after this will not be accepted.**

## 8. IMPORTANT NOTICE – COMPLETING THE APPLICATION FOR JUDICIAL OFFICE INCLUDING THE USE OF AI

Before you start to complete your application, it is important that you read this guidance.

- JABS may only recommend candidates for judicial office solely on merit and who are of good character.
- In considering applications for judicial office it is essential that what is provided to JABS is wholly your own work.
- Your application must accurately reflect your true level of personal and professional experience and expertise. It must accurately describe your own involvement in situations and/or where relevant, in any legal cases you have been professionally engaged or involved with.
- Any documentation or evidence submitted in support of your application must not be enhanced or embellished in any way.
- These principles apply to all stages of the judicial recruitment process including when developing responses to case studies or critical case analysis or responding to questions, should you be successful in being invited for interview.
- You will be required to make a series of declarations about the veracity and completeness of information contained in your application, as follows:

‘I understand that subsequent discovery that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified.’

### Use of AI

In relation to the use of AI  candidates must comply with the following.

**Permitted use of AI or other digital assistance**

- Candidates may use spell or grammar check functions for text.
- Candidates may use AI to research matters (in the same way as using textbooks, case law or other reference material).

**AI must not be used in the following ways.**

- To generate content, summarise experience, skills or knowledge in your application form.
- To generate or draft application responses or supporting material for your application.
- To generate or draft any material (such as case studies, critical case analysis or interview responses), if you are invited to interview.
- No selection materials, including application forms, case studies etc. must be entered into AI tools.

You will be asked to declare when submitting your application form that you have fully complied with the guidance detailed above.

If you are subsequently invited for interview, you will also be asked to declare that you have adhered fully to JABS Guidance on the use of AI at that stage.

## 9. COMPLETING THE APPLICATION FORM

The online system is designed to be intuitive and includes instructions for completion within the form. You should also review the Application Section of our website before completing the form.

There are some areas in the application form that require instruction and these are detailed below.

### 9.1 Personal Information

It is mandatory to include your first name and surname in your application. It is optional to include 'Any Other Surnames' by which you are known, but this may be needed to correctly identify you for the process of eligibility, consultation and disclosure. If you have a middle name, it is mandatory to include this for the purposes of obtaining a Royal Warrant, should you be recommended for appointment. If you do not have a middle name, please add 'N/A'. Applicant names and personal information will not be shared with the panel for shortlisting purposes but will be shared with the panel if you are invited to interview.

There is a mandatory retirement age of 75 for judicial office holders, as defined in Section 16 of the Judicial Pensions and Retirement Act 1993. It is therefore mandatory to include

your date of birth for eligibility purposes. Applicants' dates of birth will not be shared with the panel.

A preliminary assessment of each application is carried out by BMU in relation to eligibility and whether applicants meet the age requirement. Should a concern arise, the BMU will send anonymised information to the panel to make a decision on the matter.

### 9.2 Nationality

It is mandatory to include your nationality. Applicants should be aware that the panel will consider applications from applicants who are not citizens of the British Commonwealth. However, if recommended, the Scottish Ministers may be unable to appoint such an applicant. Applicant nationality will not be shared with the panel.

### 9.3 Address and Contact Information

Applications are automatically linked to the email address used to create your GetGot account. If you wish to use a different email address for future correspondence, you may either create a new GetGot account using your preferred email address or email mailbox@jabs.gov.scot to request an update. Please note that any request to change your correspondence email must be sent from the original email address associated with your GetGot account. Your address and contact information will not be shared with the panel at any point.

### 9.4 Statutory Eligibility

You must confirm that you have read the statutory eligibility criteria in this Guidance Note (Section 3). You should also give a brief description of how you meet the statutory eligibility criteria - you do not need to use the full 300 words.

### 9.5 Relevant Memberships in Scotland

In this section you are asked to confirm if you are a member of the Law Society of Scotland or the Faculty of Advocates. Please ensure the dates you provide are consistent with the relevant organisation's membership records on their website.

Law Society of Scotland  Faculty of Advocates

You will also be asked to confirm if you currently hold a judicial office.

### 9.6 Education, Professional Qualifications and Training

Please give any details of your degree(s), as well as any other relevant qualifications or training completed, such as devilling.

### 9.7 Career History

The system only allows you to enter one current role. We are aware that you may have more than one. If that is the case, you should enter what you consider to be your main role in the 'Current Job' section. Any other current role(s) should be entered in the 'Previous Job' section. Where you are asked to add in your leaving date, in the box 'Dates To' enter the date that you submit your application.

If you are self-employed or a judicial office holder, use the ‘Employer Name’ field to state this.

If relevant, please include information on any breaks in employment. This is not mandatory.

### 9.8 Tribunal and Other Judicial Appointments

Please give details of any judicial appointments, including courts and tribunals, which you hold or have held, including dates (starting with the most recent) that are not included elsewhere in the application. Please include a brief description (no more than 50 words) of work undertaken in these roles. Appointment to the Parole Board for Scotland or as a Justice of the Peace should also be noted here.

### 9.9 Membership of Specialist Professional Organisations

Please give details of any specialist professional organisation of which you are a member, if relevant.

### 9.10 Any Other Relevant Experience and Membership of Organisations

Please provide any other experience, including memberships of organisations, which is relevant to your suitability for judicial office, and not referred to elsewhere in your application.

### 9.11 Personal Statement

This section of your application is your opportunity to demonstrate how your skills, experience and personal qualities align with the requirements of the role of Sheriff.

Your response should be no more than 1200 words.

Please explain:

- Why do you consider yourself ready and suitable for appointment as a Sheriff at this stage in your career?

- What do you anticipate would be the most challenging or demanding aspect of the role of Sheriff` and how would you address this?

- Reflecting on your own professional development to date, what areas of knowledge, skills or experience would you seek to develop further to maximise your effectiveness as a Sheriff and how would you approach this?

### 9.12 Experience in Areas of Law

The purpose of this section is to let the panel see the breadth and depth of your experience in certain areas of law. This may include your experience in practice or from any judicial role held.

There is a limit of **300 words** for each section. This is your opportunity to highlight the strengths of your legal experience and knowledge.

Your response should include such things as:

- Timescale – when you were involved in each area of work
- An indication of the volumes and range within each category
- Please include reference to significant published cases, transactions, advice or opinions, preferably recent

**It is not expected that you will have experience in all areas of law noted below.**

Civil
Family
Public Law
Commercial
Private Law (e.g., property, taxation, trusts & succession, insolvency)
Personal Injury
Other (please detail)

Criminal
Summary Criminal – including appeals
Solemn Criminal – including appeals

**9.13 Role Choices**

In this part of the application form, you will be asked to indicate the vacancies, sheriffdoms and types of appointment for which you would be willing to be considered, if recommended for appointment.

You will only be considered for the vacancies that you have indicated within your application that you are willing to accept. Before completing this section, you should carefully review the Role Profile and Guidance Note and ensure that you can meet any travel, residency or other requirements associated with the vacancies selected.

**Part 1: Current Vacancies**

This section of the application lists the **22 vacancies currently known** at the launch of the recruitment exercise.

There are a combination of:

- **Resident Posts** - appointments attached to a specific court location with an expectation that applicants will reside within one-hour of their base court.
- **Floating Sheriff Posts** - appointments requiring deployment across multiple courts within a sheriffdom.

Under each Sheriffdom title, you will find a list of the available vacancies within that Sheriffdom.

For each Sheriffdom, select

- **Yes** if you would like to apply for the post.

- **No** if you do not wish to apply for the post.

By selecting **Yes**, you are confirming the following:

- if appointed, you will be expected to remain in the post for 5 years for resident posts and 2 years for floating posts

- you have the necessary additional legal experience where this is specified for particular roles

- you are currently able or are willing to meet the expected residency requirements

**Part 2: Additional Vacancies During the Competition**

A small number of additional vacancies may arise during the early stages of this recruitment exercise.

Select Yes if you would like to be considered for any additional vacancies that arise, or No if you only wish to be considered for the vacancies currently identified.

If you select Yes, you will be asked whether you wish to be considered for additional vacancies in each of the six Sheriffdoms.

For each Sheriffdom:

- Select Yes if you would like to be considered for additional vacancies in that Sheriffdom.
- Select No if you do not wish to be considered for additional vacancies in that Sheriffdom.

If you select Yes for a Sheriffdom, you will then be able to indicate whether you wish to be considered for:

- all Sheriff Courts and any floating vacancies within that Sheriffdom; or
- specific court locations only.

You will have up to 300 words to identify any courts within the Sheriffdom where you do **not** wish to be considered for appointment.

**9.14 Self-Assessment – Legal (Criterion 1)**

In this section you are required to provide evidence, including by reference to examples, which demonstrates Criterion 1, Knowledge, Interpretation and Application of the Law.

Your self-assessment should provide evidence, including through specific examples and descriptions, which demonstrates depth of knowledge, competence and experience in your area(s) of legal practice. It should also include example(s) which illustrate an ability to acquire and apply new areas of legal knowledge in depth and demonstrate your ability to work effectively in areas of the law that may arise in the course of the work of a Sheriff. You should provide evidence of your ability to analyse, interpret and apply the law in a manner which would be appropriate for a person holding the office of Sheriff. The examples that you choose should ideally be recent and clearly demonstrate the legal competence criterion.

There may be occasions when the use of bullet points in an application can be helpful. However, it is important that in your response you convey the context and nuance of the example provided and substantial use of bullet points may not achieve this. In addition, both the application form and the legal written work submitted are used to provide evidence of written communication skills and excessive use of bullet points may limit the value of this evidence.

You may refer to reported and unreported decisions of the courts or tribunals in which you have been involved and significant pieces of legal work or other relevant work in the law for which you have been personally responsible.

There is a limit of **1500 words** for this section.

**Legal Written Work**

The purpose of the legal written work is to provide additional evidence of your legal skills and abilities, in particular your ability to analyse and interpret law. By providing the recruitment panel with relevant written work you are giving them an insight into your legal skills, abilities and approaches you taken relevant outcomes. It will also provide evidence of your written communication skills.

You are required to provide one example of your written work. Your written work should ideally be recent and should clearly demonstrate the legal competence criterion.

Please consider your selection carefully as not all legal documents are best suited to demonstrate this criterion. Make sure what you do select is concise and focused. When selecting written work, you should bear in mind the nature of the role of Sheriff.

You may refer to reported and unreported decisions of the courts or tribunals in which you have been involved, and significant pieces of legal work or other relevant work in the law for which you have been personally responsible.

**Examples include:**

- opinions or notes
- written submissions or other written legal arguments
- reports
- judgments
- stated cases
- decisions letters given in a judicial, tribunal or similar capacity
- written advice given internally in a firm or other institutional environment
- any other written explanation of the law, and how that applies in the circumstances of a particular case or other factual situation
- an article on an area of law authored by you

The Panel requires one written passage not exceeding a total of 1200 words for to assess for this purpose. If the piece of written work you submit is shorter than 1200 words, the recruitment panel will consider the whole document. If you submit a document that is longer than 1200 words, you must identify the passage(s) of up to 1200 words within that piece of written work which best demonstrates Criterion 1 and will be read and assessed by the recruitment panel. If you have not clearly identified the passage(s) to be considered, then

the recruitment panel will restrict their assessment to the first 1200 words of the piece of written work.

You should delete or redact references to the identity of clients or others in your examples or your written work, where appropriate, for reasons of confidentiality and sensitivity. You should also redact your own name from the document as the recruitment panel members will not see your name on the application or supporting documents when assessing this. The recruitment panel will treat your examples as confidential.

**Legal Written Work Summary**

You should explain briefly (in no more than 150 words per example) at this section of the application form how and why your written work example demonstrates your skills and competence relating to Criterion 1 – Knowledge, Interpretation and Application of the law.

**How To Upload Your Legal Written Work**

Your written work example must be uploaded in one PDF document.

To convert a Microsoft Word Document to PDF format you must:

Open the Microsoft document that you would like to convert to PDF.
Click 'File', then click 'Save As'
Click the 'File Format/ Save as type'
Select 'PDF' on the drop down list.
Click 'Export/ Save'. This will save your document as a PDF, however you will still have the original Word document.

**9.15 Self-Assessment – Personal and Judicial Qualities**

In this section, you are asked to provide evidence, including specific examples, demonstrating how you meet the personal and judicial qualities set out in Criteria 2-5, addressing each of the sub-criteria listed in the Application Form. The remaining sub-criteria as set out above will be assessed at interview.

Please ensure that your response addresses **each of the points** listed under each criterion in the application Form.

Your response to each criterion can be up to **500 words**.

When providing examples, you may find it helpful to structure your response as follows:

- Briefly outline the situation or context
- Explain what you were seeking to achieve
- Describe the action you took, including your specific role and contribution, what you did, how you did it and why
- Explain the outcome or result, including any learning or reflection arising from the experience

There may be occasions when the use of bullet points in an application can be helpful. However, it is important that in your response you convey the context and nuance of the example provided and substantial use of bullet points may not achieve this. In addition, the application form as well as the legal written work submitted are used to provide evidence of

written communication skills and excessive use of bullet points may limit the value of this evidence.

Do not use hyperlinks. You should also avoid relying on lists of responsibilities, generalised descriptions, aspirational statements, or references solely to positions held. The focus should be on specific examples or descriptions that demonstrate how you meet the criterion.

**9.16 Reasonable Adjustments**

We are committed to making reasonable adjustments to support your participation in the recruitment process fairly.

A reasonable adjustment is a change that should be made, where possible, to remove or reduce any disadvantage associated with a person's disability.

You can submit a reasonable adjustment request anytime in the process by emailing us at:- mailbox@jabs.gov.scot.

Please note that it may not be possible to meet all reasonable adjustments requests, especially if they are made at short notice. Please ensure that, wherever possible, you highlight your individual needs at the earliest opportunity.

We consider requests individually. The information you provide is not used in the selection process.

If you require larger font size for the Guidance Note, please contact the BMU. You are able to increase font size of the application form on GetGot.

**9.17 Conflicts of Interest**

You are required to note family, personal or professional relationships with any JABS Board member (whether part of the panel for this competition or not) as well as Lay and Legal Appointment Advisers. The panel members for this competition are indicated with an asterisk (*).

**JABS Board Members:**
Mr Lindsay Montgomery CBE, Chairing Member
Mr Jonathan Barne, KC
Mr Paul Cackette, CBE
Mrs Wilma Canning *
Chamber President May Dunsmuir, Health and Education Chamber
Sheriff Farquharson, KC*
Mr Paul Gray
The Hon. Lady Haldane
Ms Denise Loney*
Ms Emma Marriott
Dr Fiona McLean *
Mr Gareth Morgan, QPM *
Mr Peter Murray *
The Hon. Lord Weir*
Sheriff Principal Nigel Ross*

Mrs Liz Burnley CBE* (demitted Office in August 2026 however will continue to act as a Board member for the purposes of this recruitment round in line with Section 6(7) of Schedule 1 of the Judiciary and Courts (Scotland) Act 2008).

**Legal and Lay Appointment Advisers:**
Mrs Gillian Mawdsley, Legal Appointment Adviser
Dr Geoff Garner Lay Appointment Adviser
Mr Peter McGrath, Lay Appointment Adviser
Ms Marieke Dwarshuis, Lay Appointment Adviser
Mrs Deirdre Fulton, Lay Appointment Adviser

You should read the JABS policy on conflicts of interest which is on our website. The conflict test is whether any particular relationship might reasonably create a perception by others that you might be treated differently from other applicants.

Infrequent social interaction or simple contact with a JABS Board member or others specified above in a professional context, such as having appeared before the JABS Board member in a court or tribunal, sitting in the same court, or having involvement in the same cases will not usually constitute a professional relationship without further involvement, and does not need to be declared. However, frequent contact of this nature may constitute a professional relationship and should be declared.

### 9.18 Good Character and Conduct

Applicants are asked to respond to a number of questions relating to their personal and professional life, relating to character and conduct. This includes the need to disclose any unspent criminal convictions as well as any other issues which may call into question an individual's suitability for judicial office. Applicants must also disclose spent convictions unless those spent convictions are protected from disclosure by virtue of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013.

### 9.19 Judicial Ethics

The Judicial Office for Scotland has published guidance to Judicial Office Holders on Judicial Ethics in Scotland. At the application stage you are required to confirm that you can comply with this Guidance, which is available online at the Judicial Office website. If invited to interview, you will be asked some questions on your ability and willingness to adhere to requirements relating to the Guidance to Judicial Office Holders on Judicial Ethics in Scotland.

### 9.20 Diversity Questions

The Board has a duty under Section 14 of the Judiciary and Courts (Scotland) Act 2008 to have regard to the need to encourage diversity in the range of individuals available for selection for judicial appointments. To help us do this, we ask applicants to provide information at the application stage allow us to create aggregated diversity data. We use this data to let us better understand the diversity of the applicant pool.

The questions are deliberately wide-ranging since we consider it important to cover all the areas relevant to Section 14 considerations.

**This questionnaire will be separated from your application form. The panel and the wider Board will not have access to this form. The purpose of this is to provide data**

**for recruitment rounds. The information contained in it will not be held or otherwise processed in a manner which would allow the Board or panel members to identify you or otherwise link that information to you. The information is held by the Business Management Unit and used to produce diversity reports for each competition, which show overall summaries and do not identify any individual.**

The declaration on the application form does not relate to information provided in the diversity monitoring form. JABS decisions on making recommendations for appointment are made solely on merit and matters to do with diversity cannot be taken into account.

## 10. DISCLOSURE SCOTLAND

We are required to carry out a Level 2 Disclosure Scotland check as part of the appointment process.

Should you be successful in being invited to interview, a link to the online disclosure application form and guidance will be sent to you with your outcome decision letter. You will be required to pay the cost of the check, which is £25.

Only those with a satisfactory disclosure check will be recommended for appointment.

## 11. CONSULTATIONS

We will undertake for consultations relating to applicants who are invited to interview. These consultations will be sought from (amongst others):

- The Lord President
- Sheriffs Principal
- The Crown Agent
- Scottish Legal Complaints Commission
- Professional Bodies (such as the Faculty of Advocates and the Law Society etc)
- The Scottish Legal Aid Board

If you are invited to interview, you will be given the opportunity to address any relevant queries or concerns arising from the consultation process.

## 12. SOCIAL MEDIA CHECKS

Candidates who are invited to interview will be subject to social and general media background checks. These will be conducted by an external party contracted by JABS, Giant Screening. This will involve personal information including your name, email address(es) associated with your social media accounts, date of birth, national insurance number and address details for the preceding five years being provided to Giant Screening for this purpose only. Additional information will be provided to relevant candidates after shortlisting.

## 13. FEEDBACK

We aim to offer feedback to those candidates who request it. We are unable to offer a timescale for this feedback.

The Business Management Unit will send you a survey to be completed following the application and interview stages.

These surveys provide you with an opportunity to comment on your experience of the JABS recruitment process, which provide valuable feedback to JABS to help us review and improve our processes and we encourage all candidates to complete them.

The surveys are anonymous and individual responses will not be seen by the Board.

## 14. COMPETITION SCHEDULE

We anticipate following the key milestone dates as detailed below:

| Date | Milestone |
|---|---|
| 6 November 2026 | Application window opens |
| 2 December 2026 | Application window closes |
| 2 December 2026 – 22 February 2027 | Shortlisting period |
| 29 March 2027 – 24 May 2027 | Interview period |
| 7 June 2027 | Final decision meeting |
| July 2027 | Interview outcome letters issued |
| July 2027 | Recommendation report sent to the Scottish Government |

## 15. COMPLAINTS

If you are dissatisfied with any aspect of the handling of your application, you should refer to the Complaints Handling Procedure on our website.

## 16. FURTHER SUPPORT

Business Management Unit staff are available to answer queries on the process, please email any questions to mailbox@jabs.gov.scot.