



**JUDICIAL
APPOINTMENTS
BOARD FOR
SCOTLAND**

THE OFFICE OF SHERIFF

INFORMATION FOR APPLICANTS

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1. INTRODUCTION

The Judicial Appointments Board for Scotland invites applications from suitably qualified individuals who wish to be considered for appointment to the office of Sheriff. The current vacancies are:

Sheriffdom	Posts	Base Court	Further details*
Lothian and Borders	3	Edinburgh Sheriff Court	One of these posts requires a PI specialist. The other two will require work in all aspects of the role including solemn crime and ordinary civil.
	1	Livingston Sheriff Court	
Grampian, Highlands and Islands	1	Wick & Tain Sheriff Courts	
South Strathclyde, Dumfries and Galloway	1	Floating Post	Base court TBA with Sheriff Principal
Tayside, Central and Fife	1	Kirkcaldy Sheriff Court	Both of these posts require candidates with extensive civil and commercial experience.
	1	Perth Sheriff Court	
Glasgow and Strathkelvin	1	Glasgow Sheriff Court	
North Strathclyde	1	Greenock Sheriff Court	This post is divided between Oban and Campbelltown.
	0.7	Oban and Cambelltown Sheriff Court	
All sheriffdoms	6 (1 per sheriffdom)	Floating posts	

Applicants will be asked to indicate their preferred location as well as any other locations to be considered. Applicants will also be asked to identify any locations to which they would **not** accept a recommendation should one be offered.

It is expected that successful applicants will take up post in late 2023, with online training in commencing in advance of that. The induction is likely to be in person.

Further vacancies may arise during the course of the appointment round but the locations of these are not yet known.

Following the conclusion of this appointment round, the Board may hold open a list of appointable candidates for a period of six months. Should further vacancies arise during that period, those vacancies may be offered to candidates on this list. Please note that being on the list does not guarantee a recommendation to the relevant Scottish Minister.

Successful applicants will need to be flexible in that they may have to work in any court district within the Sheriffdom, or even across Sheriffdoms if necessary. This will be more applicable to those appointed to floating posts.

Each Sheriff principal will discuss with those appointed to floating posts the courts they expect them to work from on a regular basis. A floating sheriff will also be required to travel to and preside over the business in any of the courts in the sheriffdom to which he or she has been appointed, as directed by the Sheriff Principal. Before applying, applicants should

be confident that they are able to meet the demands of these posts, including the possibility of regularly spending time away from their permanent home.

If invited for interview, applicants will be asked to discuss their location preferences with the selection panel, and if specifically interested in the floating posts, demonstrate that they have considered the location aspects of these posts.

2. THE OFFICE OF SHERIFF INFORMATION PACK

Please read the [Information Pack](#) document (produced by the Judicial Office for Scotland) on our website.

3. ELIGIBILITY

3.1 Eligibility criteria

The eligibility criteria for this appointment are:

Eligibility for the office is set out in section 14 of the Courts Reform (Scotland) Act 2014¹ and is noted below.

You are eligible for appointment to judicial office if immediately before the appointment, you have held any other judicial office, or if you are legally qualified as solicitor or an advocate during the 10 years immediately preceding appointment.

We do not expect that any applicant 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 a lawyer of sufficient standing to command confidence in his or her 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.

3.2 Professional Qualifications, Training and Career History

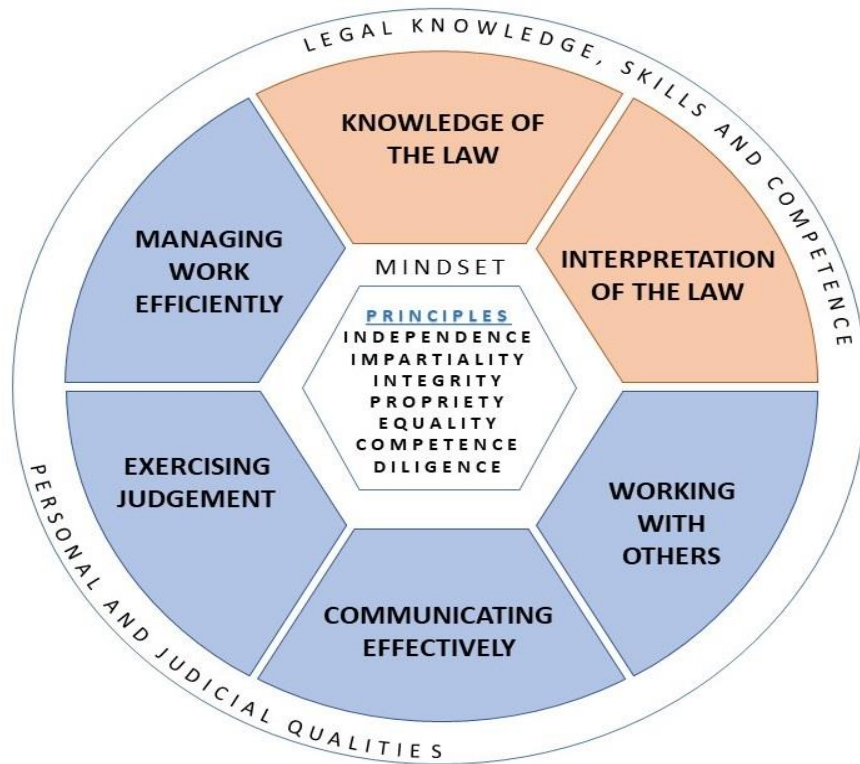
While we place great importance on the career of an applicant in the law, and success in that career, we also value any information about non-legal career experience, or in voluntary, or other work, or any other general experience that may be relevant to the qualities required for judicial office.

Judicial experience, whether part-time or otherwise, is something that we may take into account, however, it is not a requirement in Scotland for appointment to full-time judicial office. If you have not held judicial office, you should not be deterred from applying. If you have had similar experience you should explain why you consider it relevant. You should draw attention to any aspect of your career, or any other experience, that demonstrates the qualities required for Judicial Office.

¹ <http://www.legislation.gov.uk/asp/2014/18/section/14/enacted>

4. SKILLS AND QUALITIES

We will assess each applicant against a set of skills and qualities that are necessary for the role.



The Skills and Qualities for this role can be found on our website - [The Process | JABS \(judicialappointments.scot\)](https://www.judicialappointments.scot)

5. AM I READY

Before applying, you may find it helpful to consider your readiness against the questions in the "[Am I Ready?](#)" tool on our website.

6. THE PROCESS

You can view the whole assessment process, including guidance, hints and tips on our website: <https://www.judicialappointments.scot/process>

7. ONLINE APPLICATION

The first time that you apply online for a judicial vacancy, you will be required to register on our website. If you have any difficulties, please contact the Business Management Unit on 0131 528 5101.

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

Applications received after 12 noon on the closing date will not be accepted.

8. COMPLETING THE APPLICATION FORM

The online system is designed to be intuitive and includes instructions for completion within the form. You should also see the Application section of our website before completing the form: <https://www.judicialappointments.scot/process/application>.

There are some areas that require instruction and these are detailed below:

8.1 Name

It is mandatory to include your full name, including any middle names, in your application and this will be used for essential consultation purposes if you are shortlisted and for the purposes of obtaining a Royal Warrant should you be recommended for appointment.

8.2 Career history

We are aware that you may have more than one current role, however, the system only allows you to enter one current role. You should enter your main role in the “Current Job” section, and the others in the “Previous Job” section and in the section “To” enter the date that you submit your application

8.3 Good Character and Conduct

Applicants are asked to disclose any criminal convictions as well as any other issues which may call into question an individual’s suitability for judicial office. Since judicial appointment is an excepted office in terms of Part 2 of Schedule 4 of The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions)(Scotland) Order 2013, you should include any spent convictions and any convictions for which disposal was by fixed penalty (such as traffic offences).

8.4 Self-Assessment

For information on how to complete this section of your application, please refer to the “What we are looking for” section on our website <https://www.judicialappointments.scot/resources/what-were-looking>.

8.4.1 Legal knowledge, skills and competence

In addition to the information on our website, you should consider the following information for this role.

Your self-assessment should include specific examples which demonstrate depth of knowledge and competence in your own 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 with speed and accuracy.

8.4.2 Written work

You are asked to upload in PDF format **one** example of written work for which you alone have been responsible. The written work you upload should demonstrate your knowledge of the law.

Examples include:

- advice given to clients in the form of letters or memos
- opinions or notes
- written submissions or other written legal argument
- reports
- judgments
- stated cases
- decision 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.

Your example should ideally be recent and should clearly demonstrate the legal competence criteria. The panel requires a written passage (or passages) not exceeding a total of 1,200 words to assess for this purpose. If the piece of written work you submit is shorter than 1,200 words, the panel will consider the whole document. You can also submit a document that is longer than 1,200 words, in which case you should identify for the panel the passage (or passages) of up to 1,200 words within the document that best illustrates these criteria.

You should use this section of the application form to explain briefly (in no more than 150 words) how and why this example demonstrates your knowledge of the law and your skills and competence in the interpretation and application of the law. If relevant, you should also use this section to identify the passage(s) of your work that you wish the panel to consider (whether by highlighting parts of the document, reference to paragraph numbers or by another means.)

You should **delete or redact any references to the identity of clients** or others in such documents. The selection panel will treat your example in confidence.

Your written work example must all be uploaded in one PDF format.

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

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

8.5 LOCATION PREFERENCES

On the form, you will be asked to indicate your preferred vacancy and sheriffdom. The vacancies will be listed and you should Place a '1' next to your first choice, a '2' next to your second choice and so on. You do not have to put yourself forward for every post. Any

vacancies for which you would not accept a recommendation should one be offered should be marked with a '0'.

As further vacancies may arise during this round, there is an additional table that list the all the Sheriffdoms. You will also be asked to rank these in order of preference. Again, you do not have to put yourself forward for any Sheriffdom that you are not interested in working in.

9. ENHANCED DISCLOSURE

We are required to carry out Enhanced Disclosure checks for judicial appointments.

An application form and guidance note will be sent to you after the invitation to interview letters have been issued.

We will ask you to complete the form and bring it your interview for checking, but we will not send it to Disclosure Scotland unless you are recommended for appointment.

You are required to pay the cost of the Enhanced Disclosure check, which is £25.

10. CONSULTATIONS

We will ask 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
- Professional bodies (such as the Faculty of Advocates, the Law Society, the Society of Solicitor Advocates etc)

11. FEEDBACK

The Board offer feedback, on request, to candidates who are shortlisted and invited to interview, however the nature of feedback will depend on the number of candidates and the resources available. Also depending on the number of candidates and the resource available, feedback may be available to those not shortlisted and this will be confirmed at the relevant stage.

12. TIMETABLE

DATE	EVENT
Monday 23 January 2023	Application window opens
Monday 13 February 2023	Application window closes
Wednesday 15 February	Assessment of received applications begins
In w/c 27 March 2023	Initial sift outcome
In w/c 1 May 2023	Final sift outcome
In w/c 8 May 2023	Final Sift outcome letters issued
w/c 15 May – w/c 12 June 2023	Interview period

In Tuesday 20 June 2023	Final decision meeting
In w/c 26 June 2023	Interview outcome letters issued
In w/c 26 June 2023	Recommendation report sent to the Scottish Government*

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

13. REASONABLE ADJUSTMENTS

We are committed to considering any reasonable adjustment requests, to ensure that you can participate in the appointment process fairly.

We will consider requests on a case-by-case basis and the information you give will not be used in the selection decisions.

If you are recommended for appointment, you should discuss any reasonable adjustment requests with the Judicial Office for Scotland.

14. 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.