



THE OFFICE OF SUMMARY SHERIFF

INFORMATION FOR APPLICANTS

Thistle House
91 Haymarket Terrace
EDINBURGH
EH12 5HE

Telephone: 0131 528 5101
Email: mailbox@jabs.gov.scot

CONTENTS

1.	INTRODUCTION	3
2.	ROLE PROFILE	3
3.	ELIGIBILITY	4
3.1	Eligibility Criteria	4
3.2	Professional Qualifications, Training and Career History	4
4.	SKILLS & QUALITIES	5
5.	AM I READY?	5
6.	THE PROCESS	5
7.	ONLINE APPLICATION	5
8.	COMPLETING THE APPLICATION FORM	6
8.1	Career History	6
8.2	Self-Assessment	6
8.2.1	Legal knowledge, skills and competence	6
8.3	LOCATION PREFERENCE	7
9.	ENHANCED DISCLOSURE	7
10	FEEDBACK	8
11	TIMETABLE	8
12	REASONABLE ADJUSTMENTS	8
13	COMPLAINTS	8

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 Summary Sheriff. The current vacancies are:

Sheriffdom	Posts	Base Court	Further details*
Glasgow & Strathkelvin	1 x Full-time	Glasgow	Applicants should note that the working pattern for this vacancy is 2 weeks on / 2 weeks off
	0.5 FTE		
South Strathclyde, Dumfries & Galloway	1 x Full-time (floating)	Ayr	
Tayside, Central & Fife	1 x Full-time (floating)	Kirkcaldy	

It is expected that successful applicants will take up post on 4 October 2021, with online training commencing in advance of that date.

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. Before applying, applicants should be confident that they are able to meet the demands of the posts, including the possibility of regularly spending time away from their permanent home. If invited to interview, applicants will be asked to discuss their location preferences with the selection panel.

***Please note that on 26 January 2021 the Judicial Appointments Board for Scotland launched a separate competition for the office of Sheriff, the closing date for which was 16 February 2021. **For the avoidance of doubt, it was made clear that candidates may only apply for one or other office.** ¹ ***

2. THE OFFICE OF SUMMARY SHERIFF ROLE PROFILE

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

¹ In exceptional circumstances, the Board may invite a candidate who is unsuccessful at interview for the office of Sheriff to an interview for the office of Summary Sheriff.***

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 2014².

You are eligible for appointment to judicial office if immediately before the appointment, you have held any other judicial office, or at the time of appointment is legally qualified and has been so qualified throughout the period of 10 years immediately preceding the appointment.

We do not expect that any applicant will be familiar with all areas of a Summary 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 Summary 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.

² <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 <https://www.judicialappointments.scot/resources/what-were-looking>

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 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

8.2 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>.

8.2.1 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.

8.2.2 Written work

You are asked to upload **one** example of written work for which you alone have been responsible and explain, briefly, how it demonstrates your knowledge of the law and your skills and competence in the interpretation and application of the law.

The application system has a set word limit of 100 words for this section, and it will not allow you to exceed this.

Written work 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 have a broad range, ideally be recent and clearly demonstrate the legal competence criteria. Choose your written work carefully, making sure that it is concise and to the point.

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

Your written work examples 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.

8.3 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 and you can enter '0' next to any vacancies that you are not interested in.

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. 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.

11. TIMETABLE

DATE	EVENT
Tuesday 2 March	Advertisement published
Tuesday 23 March	Closing date for application forms
Friday 7 May	Applicants notified of outcome of initial assessment
Tuesday 25 May – Friday 5 June	Interviews
Monday 28 June	Board Decision Meeting
Wednesday 30 June	Applicants notified of outcome of interview
By 2 July (subject to Disclosure Scotland checks)	Recommendations for appointment* to the Scottish Government. Formal appointment by Ministers will follow.

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

12. 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.

13. 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.