



GUIDANCE NOTE

CHAIRPERSON OF THE PAROLE BOARD FOR SCOTLAND

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1. INTRODUCTION

The Judicial Appointments Board for Scotland (JABS) invites applications from suitably qualified and experienced individuals who wish to be considered for appointment as Chairperson of The Parole Board for Scotland (PBS). This is an important opportunity to contribute to justice in Scotland.

The [Role Profile](#), provided by the Scottish Government, outlines their terms and conditions and provides applicants with information about the role. The appointment attracts a daily fee of £529.92.

This post is not pensionable. Reasonable travel, subsistence and care expenses incurred in relation to the Board's work will be reimbursed. No remuneration is payable to salaried members of the judiciary, but they are entitled to claim travel and subsistence expenses. It should be highlighted that there is currently an ongoing fee review of the Parole Board's fees. The appointment requires a time commitment of up to 150 days each year. Terms and conditions are a matter for the Scottish Government.

If invited for interview, applicants will be asked by the selection panel about the relevant experience and skills that evidence their suitability for the role.

2. CHAIRPERSON OF THE PAROLE BOARD FOR SCOTLAND ROLE PROFILE

Please read the [Role Profile](#) (produced by the Scottish Government) on our website.

3. ELIGIBILITY

Suitability for appointment will be assessed on relevant experience, skills and knowledge evidenced through the application and at interview. The Parole Board (Scotland) Rules 2022, particularly Rule 7, sets out the various judicial functions that a Chairperson could be required to fulfil. It is important to note that all candidates will be treated on an equal footing regardless of whether they choose to be assessed as legally qualified or not.

4. SKILLS AND QUALITIES REQUIRED FOR THE ROLE

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

Knowledge and Understanding
Leadership & Vision
Governance
Communicating Effectively
Analysing Information and Making Decisions
Working with Others
Managing Work Effectively
Judicial Functions

5. THE PAROLE BOARD FOR SCOTLAND

Further information on the Parole Board for Scotland can be found on their website:

[Parole Board for Scotland](#)

6. THE PROCESS

If you have any questions about the process, please consult our website in the first instance: [JABS Website](#). Your question may be answered in our [FAQ section](#), but you can also contact us directly with any questions on mailbox@jabs.gov.scot.

7. ONLINE APPLICATION

The first time that you apply online for a vacancy with JABS, you will be required to register on our 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 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. You should ensure you read over the application and copy from Microsoft Word if necessary.

The assessment portions of the application form are divided into several sections. However, when scoring, Panel members may take evidence from any part or section of the application to formulate their final scores.

Applications must be submitted to JABS by 12 noon on the closing day.

8. 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. Further details are provided below:

8.1 Personal Information

It is mandatory to include your first name and surname, in your application. It is optional to include 'Any Other Surnames' you are known by as this may be needed in correctly identifying you for the process of eligibility, consultation and disclosure. If you have one or more middle names, it is mandatory to include this for the purposes of issuing employment terms, should you be recommended for appointment. If you do not have a middle name, please add 'N/A'. **Shortlisting is conducted on a name blind basis.**

You also have the opportunity to provide JABS with your preferred name in this section.

As stated in Section 2C of Schedule 2 of the [Prisoners and Criminal Proceedings \(Scotland\) Act 1993](#), Parole Board appointments cannot extend beyond the age of 75. It is therefore mandatory to include your date of birth for eligibility purposes. This information will not be shared with the Panel. A preliminary assessment of each application is carried out by the Business Management Unit (BMU) of JABS in relation to whether the applicants meet the age requirement. Should a concern arise at this stage in the process, the BMU will send anonymised information to the Panel to make a decision on the matter.

As part of our legal obligation under UK immigration law, it is necessary to confirm that all job applicants have the right to work in the UK before employment begins. To facilitate this, we ask applicants to declare their nationality on the application form. This information helps determine whether further documentation is required.

8.2 Address and Contact Information

We ask that you provide the email address that you wish us to contact you on regarding your application. Please get in touch if you have included an email address which you no longer have access to. Your Address and Contact Information will not be shared with the Panel at any point.

8.3 Ability to Accept Appointment in Respect of Current Role(s)

You must confirm that, where appropriate to do so, that you have clarified you are free to take up the offer of appointment if recommended.

8.4 Education, Professional Qualifications and Training

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

8.5 Career History

The system only allows you to enter one current role. We are aware that you may have more than one. In this instance you should enter what you consider to be your main role in the 'Current Job' section. Any other current role 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.

8.6 Experience and membership of organisations

Please provide any other experience of membership or organisations which is relevant to your suitability for appointment.

There is also an opportunity for you to provide

8.7 Personal Statement

In your response, you have the opportunity to set out how your professional experience, skills, and personal attributes align with the key responsibilities and criteria outlined in the role profile. This is also where you can highlight relevant achievements, your motivation for applying, and how your values fit with the Parole Board for Scotland's aims.

When addressing the challenges and demands of the role, you will find it helpful to consider both what you would find personally challenging, as well as aspects such as complexity,

decision-making, stakeholder engagement, or to change, or other relevant factors, and explain how you would address these effectively.

There is an opportunity under the Judicial Functions section in Self-Assessment to state how you would perform the Judicial functions of the role.

8.8 Self-Assessment

In this section you are required to provide evidence, including through examples, for each of Criteria 1-7.

It may be helpful as part of your evidence to give specific examples which demonstrate how you meet each criterion. We have provided the following structure below to assist with this.

- Briefly outline the situation – to give it context.
- State what you were trying to achieve.
- What action did you take? Explain what you did, how you did it and why you did it. What was your contribution and role?
- Describe the result/outcome. What happened and what did you learn?

If using note form/bullet points, please ensure sufficient detail is provided.

Please do not use hyperlinks. We advise you not to use lists, generalised descriptions, or assertions, or to seek to demonstrate suitability by referring only to positions held, rather than what outcomes you achieved and how you achieved them.

There is a 600 word limit for each part of this section.

In the event of a large number of applications, a longlisting process will take place where applicants are assessed against the priority criteria, which are Knowledge and Understanding, and Leadership and Vision. Candidates assessed as meeting the standard for these criteria will go forward to shortlisting.

8.9 Judicial Functions

As stated on their website, the Parole Board for Scotland is a Tribunal Non-Departmental Public Body (NDPB) which exists under the provisions of the [Prisons \(Scotland\) Act 1989](#), the [Prisoners and Criminal Proceedings \(Scotland\) Act 1993](#), the [Convention Rights \(Compliance\) \(Scotland\) Act 2001](#) and the [Criminal Justice \(Scotland\) Act 2003](#).

In 2022, a statutory instrument was introduced to revise and modernise the operational framework of the Parole Board through the implementation of [The Parole Board \(Scotland\) Rules 2022](#).

The Chairperson of the Parole Board is also formally appointed as a member of the Board. The relevant legislation does not specify whether the Chairperson is legally qualified. However, the different specific judicial functions that may be exercised by legally qualified and general members are detailed within the 2022 Rules.

Particular attention is drawn to paragraph 9 which states:

- (9) In this rule and rule 8, “legally qualified member” means a member who is —
- (a) a solicitor or advocate of not less than 10 years standing,
 - (b) a current or former Senator of the College of Justice, or

(c) a current or former sheriff principal, sheriff, or summary sheriff.

Applicants for the role of Chairperson are therefore invited to say which of the judicial functions set out in the Rules they believe they are qualified to fulfil, and why, and to set out their capability to perform the relevant judicial functions as part of the application process.

Those who indicate a preference to discharge the judicial functions of a legally qualified member will be assessed on the competencies relevant to that as part of the application and interview process. Similarly, applicants who express a preference to undertake the judicial functions of a general member will be assessed on the competencies relevant to that as part of the application and interview process.

8.10 Written Work

The purpose of the written work is to provide evidence of your ability to write clearly and succinctly, particularly when evidencing your decision making and communication skills. By providing the recruitment panel with relevant written work you are giving them an insight into your skills, abilities and approaches you take towards relevant outcomes.

You are required to provide two examples of your written work, and ideally, they would be recent.

Please consider your selection carefully, bearing in mind your preference under 8.9. Make sure what you select is concise and focused. When selecting written work, you should bear in mind the nature of the role of Chairperson of the Parole Board.

Examples include but are not limited to:

- a prepared and submitted policy proposal
- a document setting out a decision, with reasons
- advice given in written form
- a formal report of any kind which draws on analysis to reach a conclusion

The recruitment panel requires two written passages in order to allow it to assess your written work in line with the purpose set out above. Each piece must not exceed 1200 words. If either piece of written work you submit is shorter than 1200 words, the recruitment panel will consider the whole of that document.

If either of the documents you submit is longer than 1200 words, you must identify the passage(s) of up to 1200 words within that piece of written work which best meet the purpose outlined above. If you are over the word limit and have not clearly identified the passage(s) to be considered, then the recruitment panel will restrict their assessment to the first 1200 words of that piece of written work.

You should delete or redact references to the identity of 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 these.

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 two written work examples demonstrate your skills and

abilities to deliver written communications evidencing reasons for decision making and conclusions.

How To Upload Your Written Work

Your written work examples 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.

8.11 Reasonable Adjustments

We are committed to considering any reasonable adjustment requests to ensure that you can participate in the appointment process fairly. Please contact us directly if you require any reasonable adjustments in order to access the application form or associated material.

You can submit a request at any point in the process by emailing us at mailbox@jabs.gov.scot. We may contact you about your request and ask you to provide more detail if required.

We will consider requests on a case-by-case basis. The information you provide is not used in the selection decisions.

8.12 Conflicts of Interest

You are required to note family, personal or professional relationships with [Board members](#) (whether part of the assessment panel for this competition or not) as well as [Appointment Advisers](#). Information on members of the JABS Board and Lay and Legal Appointments Advisers is available on our website. Applicants should read the [JABS policy on conflicts of interest](#) which is on our website.

Applicants should also indicate whether they are aware of any family, personal or professional relationships other than the above that may be relevant.

The test is whether any particular relationship might reasonably create a perception by others that you might be treated differently from other applicants.

8.13 Good Character and Conduct

Applicants are asked to disclose any unspent criminal convictions as well as any other issues which may call into question an individual's suitability for this role. 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.

Further information is available on our website: [Good Character and Conduct](#)

8.14 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. In order to do this, the Board routinely monitors recruitment and selection procedures. 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 information contained in it will not be held or otherwise processed in a manner which would allow the Board or Selection 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.

9. DISCLOSURE SCOTLAND

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

If you are invited to interview, you will be required to pay the cost of the Level 2 check, which is £25, as this will contribute to the consultation process. A link to the online disclosure application form and guidance will be sent to you with your outcome decision letter.

10. CONSULTATIONS

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

- Professional Bodies (legal and lay)
- The Parole Board for Scotland
- and others as relevant

11. SOCIAL MEDIA CHECKS

As part of the consultation process, we will instruct a third party, Giant Screening, to undertake social and wider media background checks for any candidates we are considering recommending for appointment. Personal information, including your name, email address, date of birth and address(es) for the past five years, may be processed by Giant Screening in order to carry out these checks.

12. FEEDBACK

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

13. COMPETITION SCHEDULE

We anticipate following the key milestone dates as detailed below:

Date	Milestone
23 October 2025	Application window opens

Noon on 10 November 2025	Application window closes
Nov 2025	Shortlisting period
Dec 2025	Consultation period
13-15 Jan 2026	Interview period
Jan 2026	Final decision meeting
Feb 2026	Interview outcome letters issued
Feb 2026	Recommendation report sent to the Scottish Government*

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

14. COMPLAINTS

If you wish to make a complaint about any aspect of the application process, you should refer to the [Complaints Handling Procedure](#) on our website.

15. CONFIDENTIALITY

JABS is committed to confidentiality during all stages of the application process and as such all information shared will be handled in accordance with our privacy and data protection policies. Further details are available through the [Privacy Notice](#) 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.