



THE OFFICE OF SENATOR OF THE COLLEGE OF JUSTICE

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 Senator of the College of Justice.

There are currently five vacancies. Further vacancies may arise during the course of the appointment round and the board may be asked to make further recommendations as a result.

2. THE OFFICE OF SENATOR OF THE COLLEGE OF JUSTICE ROLE PROFILE

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

3. ELIGIBILITY

3.1 Eligibility criteria

The eligibility criteria for this appointment are:

- Advocates of five years standing;¹
- Writers to the Signet of ten years standing who have passed the examination in civil law two years before taking up their seat on the Bench;
- Sheriffs Principal and Sheriffs who have exercised their respective functions continuously for a period of at least five years; and
- Solicitors who have had rights of audience before either the Court of Session or the High Court of Justiciary or both continuously for a period of not less than five years.

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.

Previous judicial experience 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 judicial 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 Please note that there is no requirement, in relation to the eligibility of Advocates, that they be an Advocate immediately prior to their application or that the minimum five years as an Advocate be continuous.

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. 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. You should enter your main role in the “Current Position” section, and then any other current roles in the Previous Position section. The system will ask you for an end date for any indicated previous positions. If you have used the Previous Position section for a current role, you should enter the end date for that position as the date that you submit the application. You will be asked to explain how your career to date has prepared you for the role of Senator as outlined in the [Role Profile](#).

8.2 Self-Assessment

For information on how to complete this section of your application, please refer to the [Completing the Self-Assessment](#) section on our website.

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.

It is important that a Senator is a lawyer of sufficient standing to command confidence in his or her decisions with immediate effect. This requires a candidate to demonstrate knowledge and experience in the branch of the law in which they have regularly practised, and also to demonstrate the ability to work effectively in other branches of the law that may arise in the course of their judicial duties, including new or emerging areas.

Your assessment should supplement what you have said about your career and demonstrate how it is relevant to the work of the role to which you aspire. You should set out specific examples that evidence your ability to interpret and apply the law in a manner which would be appropriate for a person holding the office.

You should provide evidence of professional achievement in the law and knowledge of substantive and procedural law related to your understanding and application of the law. 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.

8.2.2 Written work

You are asked to upload **three** examples of written work in a single PDF for which **you alone** have been responsible, and to explain, briefly, how each demonstrates your knowledge of the law and your skills and competence in the interpretation and application of the law. Each example should not exceed a total of 2000 words. If your examples are less than 2000 words the panel, will consider the whole example. You can submit examples which are larger than 2000 words in which case you **must** identify the passages of up to 2000 words within the larger documents which best illustrate the assessment criteria. Should your document be longer than 2000 words and no such identification is made, the panel will read the first 2000 words only.

On the application form you are asked to please explain briefly, in no more than 150 words for each example provided, how and why it demonstrates your knowledge of the law and your skills and competence in the interpretation and application of the law.

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.

The examples that you choose 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.

If your written work contains a lengthy narration of the facts, please indicate which paragraphs contain the analysis and application of the law that you wish us to consider.

Unless they are already in the public domain, you should **delete or redact any references to the identity of clients** or others, as appropriate, in any examples you submit. The selection panel will treat your examples in confidence.

Your written work examples must all be uploaded in one PDF format with a maximum file size of 2Mb. Each example should be clearly identified as “Example 1”, “Example 2” and “Example 3”.

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 CASES, MATTERS, TRANSACTION, PUBLICATION AND SITUATIONS

You are required to provide a list of the most significant cases or matters, transactions, publications or situations which are examples of legal work carried out by you and are available in the public domain.

As a guide, please provide **up to five examples**. The purpose of this is to make members of the Board, and the Lord President, aware of the wider context of the work that you have done. Please do not send us a copy of the related paperwork, a list is sufficient.

The list is in addition to the request for examples of your written work. However, the examples of written work may be related to one or more of the five you list, if you think that best represents your work overall.

8.4 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). Information on members of the JABS Board is available on our website. Candidates should read the JABS policy on conflicts of interest which is on our website.

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

Infrequent social interaction or contact in the normal course of professional business i.e., in court or in connection with individual cases, would not normally be seen as presenting a conflict of interest or relationship.

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 email it to us before your interview.

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

10. FEEDBACK

We aim to offer feedback to candidates following completion of the competition.

11. TIMETABLE

| DATE | Event |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Monday 20 November 2023 | Advertisement published |
| Monday 18 December 2023 (Noon) | Closing date for application forms |
| Wednesday 3 January 2024 – Tuesday 23 January 2024 | Panel members assess applications |
| w/c 29 January 2024 | Applicants notified of outcome of initial assessment |
| w/c 19 February 2024 – w/c 11 March 2024 | Interviews |
| Friday 22 March 2024 | Board Decision Meeting |
| w/c 25 March 2024 | Recommendations for appointment* to the Scottish Government. Formal appointment by Ministers will follow. |
| By w/c 1 April 2024 | Applicants notified of outcome of interview |

*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.