

PERSON SPECIFICATION - UKSC JUDICIAL ASSISTANTS 2022/23

Factor	Essential Criteria	Method of Assessment
Eligibility	<ul style="list-style-type: none"> -Excellent academic record with a minimum of a 2:1 degree. -Must be qualified in one of the UK jurisdictions as a solicitor, barrister or advocate and in addition, completed a training contract or pupillage by the 1st October 2023. -Proven ability in identifying key legal issues. -Must meet the Civil Service nationality requirements. 	On-line eligibility questions, Application Form, C.V., document check.
	Desirable Criteria	
	<ul style="list-style-type: none"> - Experience working as a lawyer post qualification/pupillage advantageous. 	
Successful candidates must also demonstrate positive evidence against the following strengths and behaviours:		
Analytical Ability	Accurately identifies key elements to legal issues and presents logical, clearly presented arguments. Aware of impact of legal decisions on society and knows how to conduct thorough legal research.	Application Form, Test and Interview
Communicating and Influencing	Expresses thoughts clearly and effectively, verbally and in writing, using appropriate style and language that meets the needs of the audience.	Application Form and Interview
Making Effective Decisions	Uses sound judgment to provide accurate, expert and professional advice. Makes appropriate decisions or deductions from information presented.	Application Form, Test and Interview
Delivering at Pace	Can demonstrate independent planning, organising and good time management when working under pressure combined with the ability to work on tasks alone.	Application Form and Interview
Working Together	Creates and maintains positive, professional and trusting working relationships with a wide range of people and can adapt communication style to different situations.	Application Form and Interview

SUMMARY OF JOB DESCRIPTION

The UKSC and JCPC deal with complex issues arising out of international and domestic litigation and much of the work involves considering whether an application raises an arguable point of law of general public importance.

1. Summarising applications for permission to appeal (PTAs) leading to completion of allocated bench memos each week.
2. Carry out research in connection with appeals and on particular points a Justice would like to see addressed.
3. Attend hearings and discuss relevant legal issues with your assigned Justice(s).
4. Drafting press summaries as required and in a language which non-lawyers can comprehend in conjunction with UKSC Head of Communications.
5. Generally assisting Supreme Court Justices in their work in particular with extra-judicial speeches.
6. Assist with the Supreme Court's communication and educational activities as required throughout the year.
7. Liaise with all staff in the Supreme Court Registry as necessary with regards to appeals, bench memos and listings.