

Northern Ireland Judicial Appointments Commission



Guidance for Applicants

For Fee-Paid Medical Appointments

Table of Contents	Page
Introduction	3
Preparing for Judicial Assessment and Selection	3
Demystifying the Person Specification	4
How are you assessed?	5

Introduction

This document sets out guidance for medically qualified applicants for judicial appointments. The purpose of the guidance is to demystify the judicial assessment and selection process and to focus applicants on their preparation for assessment. Not all the information in this guide may be relevant to a particular scheme and therefore all applicants should read their scheme's Applicant Information Booklet carefully.

All applicants are reminded that effective preparation for the assessment and selection process is a key step in increasing your chances of success. All applicants are advised to read this guidance and access NIJAC's other guidance through the job portal and other information available on [NIJAC's website](#).



Preparing for Judicial Assessment and Selection

The experience of most organisations involved in appointments is that applicants who make a significant effort in their preparation perform very well. NIJAC's experience is no different. We strongly encourage anyone making an application to prepare thoroughly. In order to assist you in that preparation we set out a number of actions that you can take to increase your awareness of the role you intend to apply for and to inform you about parts of the assessment process that you can make specific preparations for.

There are a number of activities that will assist you in your research and preparation:

- When aiming to secure judicial appointment, it is imperative that you research the judicial office you are interested in. This will also assist in ensuring this is an office in which you wish to serve.
- It is essential that you examine the Criteria and Elements required (as demonstrated through the Person Specification).
- Develop examples which demonstrate the abilities that the job requires. You can do this by keeping a note of the work you have been involved in, particularly any complexity associated with it. This will assist you in providing examples regarding your skills, attributes, behaviour and effectiveness.
- It is understood that privacy of application is a very important issue. However, you are encouraged to talk to people who may be able to

assist you in your research, preparation and application. Use the various informal and formal networks available to you.

- Use the Point of Contact associated with a recruitment scheme (if one is available). The Point of Contact will be a named serving judicial office holder who is not on the Selection Committee and will be able to give great insight to serving in judicial office. This means you can obtain helpful information in a confidential way. The Application Information Booklet will advise how you can contact the Point of Contact.



Demystifying the Person Specification

The **Person Specification** reflects what is required to serve successfully in a particular judicial office. It is the key information for applicants to make reference to if having to complete a full application, and in preparation for the interview and selection process. The Person Specification is important because it sets out the Criteria and Elements for appointment and is the basis against which applicants will be assessed.

You will be assessed against the following criteria and elements, which have been determined through analysis of the role:

Skills & Attributes

- Knowledge and Expertise
- Intellectual Capacity
- Exercising Judgement

Behaviours & Effectiveness

- Leading and Collaborating Effectively
- Communication Effectively
- Managing Effectively

The key for you as an applicant is to ensure that you read the Person Specification carefully and are able to evidence, through examples, how you meet the criteria and elements listed.

The Person Specification relating to the job you are applying for is available in the Applicant Information Booklet for the role.



How are you assessed?

Once NIJAC has assessed that your application meets the eligibility requirements, you will then progress to the final stage of assessment which will include an interview. Medical Schemes do not normally include a shortlisting stage. However, should one be required, you will be advised accordingly.

Interview questions will focus on the assessment of some or all of the criteria set out in the Person Specification. It may also examine how you may deal with specific challenges should you be appointed. Some questions may combine one or more areas of the Person Specification.

Personal Integrity – The Applicant Information Booklet (AIB) sets out the range of pre-appointment checks that all successful applicants will be subject to prior to appointment. All applicants for office are required to declare a range of convictions and other issues upon application for judicial office. Please check the AIB closely for the relevant detail.