

<b>ROLE TITLE:</b>	Victims' Payments Board – Ordinary (Lay) Member
<b>ROLE SUMMARY:</b>	<p>The Victims' Payments Board – Ordinary (Lay) Member is a judicial office holder who sits as part of a decision-making panel along with legal and medically qualified Board members. Collectively the panel are responsible for considering initial applications to the Troubles Permanent Disablement Payment Scheme (TPDPS) (Victims' Payment Scheme) to determine if applicants are eligible for an award.</p> <p>Where appropriate, the panel will also consider and determine applications for Review and Appeal to determine whether an applicant is entitled to a payment.</p> <p>The Ordinary (Lay) Member is also a member of the Victims' Payments Board and assists the President of the Board (appointed by the Lord Chief Justice) with corporate governance responsibilities such as policy development, financial and risk management.</p>

## KEY RESPONSIBILITIES

### **Assessment & Case Management Preparation:**

- Liaise with the secretariat for the Victims' Payments Board about the listing of assessments/hearings.
- Read and assimilate papers before an assessment of eligibility or hearing commences.
- Review and consider substantial amounts of complex documentary evidence.
- Analyse any information provided by an external healthcare provider / medical assessor and/or summary information for the case provided by support staff, to gain a sound understanding of the case.

### **Assessment/Hearing:**

- Discuss and identify any potential issues in respect of privacy, disclosure or conflict of interest etc.
- Work with the other panel members, deciding matters by considering evidence and facts and applying the relevant law and contributing to reasoned decisions.
- Seek clarification on any issues which are unclear, focus on the evidence and facts without emotional bias.
- Work with other panel members to assess any evidence in applications and appeals brought before them, both before and in the course of the assessment/hearing.

- Arrive at the assessment/ hearing venue a minimum of 30 minutes prior to the commencement of the assessment/hearing.
- Participate and apply personal expertise to ask relevant questions of parties at hearing proceedings in order to clarify any issues arising.
- Maintain the authority and dignity of the panel.

**Post Assessment/Hearing:**

- Contribute to the decision-making process and provide input into the decision.

**Corporate Governance:**

- Apply the principles of good governance, accountability and value for money in the administration of public funds.
- Work effectively and impartially in reaching consensus and a commitment to collective responsibility.
- Manage risk and matters relating to information security and confidentiality.
- Help formulate the Board's internal policy, operating procedures and standards.
- Contribute the management and reporting on Board finances and accounts.
- Encourage and deliver high standards of regularity and propriety.
- Offer an independent view, contributing fully to Board discussions and decision making and ensuring decisions are balanced and objective.
- Ensure that the Victims' Payments Board complies with any statutory or administrative requirements for the use of public resources.
- Comply with the Standards of Behaviour as outlined in the Statement of Ethics for the Judiciary and Code of Practice for Board Members of Public Bodies.

**Other Responsibilities:**

- Promote the ethos of and principles of the Troubles Permanent Disablement Payment Scheme (TPDPS) (Victims' Payment Scheme).
- Comply with General Data Protection Regulations (GDPR) and Department of Justice (DoJ) Information Security Procedures and Data Retention and Disposal Schedules.
- Attend training courses and meetings of members of the Board to discuss current procedures and practice as appropriate.
- Keep abreast of changes to relevant legislation and case law.

## EDUCATION, QUALIFICATIONS, SKILLS & EXPERIENCE

### Education & Qualifications:

- No education or qualifications are required as eligibility requirements for this role.

### Skills:

- **Communication Skills:** Communicate thoughts and ideas, verbally or in writing, simplifying complex issues and adapting communication so others can understand.
- **Analytical Skills:** Analyse information to inform decisions based on the best available evidence.
- **Attention to Detail:** Detail-focused, ensuring everything is accurate and error free.
- **Decision-Making Skills:** Use judgement and take a considered approach to situations and tasks when making decisions.
- **Empathy:** Able to show sensitivity and understanding of others and taking a genuine interest in their concerns, perspective, needs and feelings.
- **Emotional Intelligence:** Ability to recognise, understand and manage your own emotions and those of others; recognise, understand and influence the emotions of others.
- **Interpersonal Skills:** Establish mutual respect and trust, building constructive relationships with others.
- **Teamworking Skills:** Work well as part of a team and strive to ensure the team pulls together to achieve a common goal.
- **Personal Responsibility:** Take personal ownership for decisions and accountability for what you have promised to do and deliver.
- **Conscientiousness:** Follow processes, operating firmly within set standards, rules and guidelines.
- **Resilience:** Capacity to utilise resources and skills flexibly to adapt to challenges, enabling sustained performance and personal well-being.
- **Negotiating & Influencing Skills:** Facilitate constructive discussions to influence others, articulating the rationale to gain agreement.
- **Planning & Organising Skills:** Prepare and plan well, seeking to maximise time and productivity.

## BEHAVIOURAL COMPETENCIES<sup>1</sup>

All role holders are expected to know, understand and act within the Standards of Behaviour as outlined in the Statement of Ethics for the Judiciary and Code of Practice for Board Members of Public Bodies.

The Judicial Skills and Abilities Framework has six different competency areas that describe how role holders' skills, abilities and behaviours should look like in practice. In relation to this scheme five of those areas have been prioritised for assessment.

It is suggested that an Ordinary (Lay) Member of the Victims' Payments Board should be operating or working towards the following behavioural statements:

Competency Title	Competency Description
<b>Assimilating &amp; Clarifying Information</b>	Quickly assimilates information to identify essential issues, develops a clear understanding and clarifies uncertainty through eliciting and exploring information
<b>Working with Others</b>	Contributes to proceedings appropriately, values diversity and shows empathy and sensitivity in building relationships
<b>Exercising Judgement</b>	Demonstrates integrity and applies independence of mind to make incisive, fair, and sound decisions.
<b>Managing Work Efficiently</b>	Works effectively and plans to make the best use of resources available
<b>Communicating Effectively</b>	Demonstrates good oral communication skills.

<sup>1</sup> Each competency area has a unique title so it is easy to identify, remember, communicate and understand, this is accompanied by a short description about what the competency means in practice. Each competency is underpinned by descriptions of observable behaviours that are essential for effective performance within the role. Full details about the specific observable behaviours can be found at the link below:

<https://www.judiciary.uk/wp-content/uploads/2010/05/judicial-skills-and-abilities-framework-2014.pdf>