

PERSON SPECIFICATION - UKSC JUDICIAL ASSISTANTS 2024/25

Factor	Essential Criteria	Method of Assessment
<p>Eligibility</p>	<ul style="list-style-type: none"> -Excellent academic record with a minimum of a 2:1 undergraduate degree. - Completed a course or courses involving two years' full time substantive legal studies (or the equivalent in part time studies). If you do not have an undergraduate law degree, you can meet this standard through: <ul style="list-style-type: none"> * A GDL and LPC/SQE/BPC/DPLP (or other UK equivalent) both at commendation or above; or * A GDL at commendation or above and a completed Masters degree in Law (LLM, BCL etc.) at merit or above; or * A completed PhD in Law. - Proven ability and advanced experience in legal research demonstrated by: <ul style="list-style-type: none"> * work as a pupil barrister or trainee solicitor or other work experience directed to qualification as a lawyer in one of the UK jurisdictions (including work as a paralegal); or * work directed to obtaining a Masters degree in Law (LLM, BCL etc) or a PhD in Law - Must meet the Civil Service nationality requirements. 	<p>Application eligibility questions, Application Form, document check</p>

	Desirable Criteria	
	<ul style="list-style-type: none"> - · Qualified in one of the UK jurisdictions as a solicitor, barrister or advocate – not essential, but due to the demands of the role, we anticipate that the majority of JAs will be qualified lawyers - · Completed a training contract or pupillage (or equivalent qualifying work experience) by 1 October 2024 - Experience working as a lawyer post qualification/pupillage advantageous. 	Application eligibility questions, Application Form, document check
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 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 and Interview
Delivering at Pace	Can demonstrate independent planning, organising and good time management when	Application Form and Interview

	working under pressure combined with the ability to work on tasks alone.	
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 UK Supreme Court is the final court of appeal for civil cases in the UK and for criminal cases from England, Wales, and Northern Ireland. To reach the Supreme Court, a case must usually raise an arguable point of law of general public importance which the Court ought to consider at that time. The Justices of the Supreme Court also sit as judges of the Judicial Committee of the Privy Council (JCPC), which is the final court of appeal for some Commonwealth countries and for the UK's overseas territories and crown dependencies.

The Judicial Assistants support the Justices of the Supreme Court and JCPC by:

1. Conducting research in connection with appeals and applications for permission to appeal;
2. Drafting bench memos summarising applications for permission to appeal;
3. Attending appeal hearings and discussing the legal issues arising therefrom with the Justices;
4. Drafting plain English summaries of judgments for publication on the Supreme Court and JCPC websites;
5. Preparing responses on behalf of the UKSC to requests for information from international judicial and comparative law networks;
6. Generally assisting the Justices in their work, including with extra-judicial speeches, articles and other publications;
7. Assisting the Registrar with regards to applications for permission to appeal and appeals; and
8. Supporting educational and outreach activity, such as student mooting competitions and debate days.