

## **General**

Judicial assistants in the civil division of the Court of Appeal are assigned to justices of appeal. They assist in the preparation of cases for hearing before a constitution of the full court by analysis of the appeal papers, legal research and the drafting of summaries for the assistance of each member of the constitution of the court. They also prepare case papers and summaries for submission to a single justice for consideration of applications for permission to appeal. From time to time they are requested to assist with research into specific subjects of interest in the law or the administration of justice.

## **Term of appointment**

**Successful candidates in the present competition will be appointed for the legal year 1 October 2019- 31 July 2020 (10 months).**

## **Suitability**

There is no fixed profile for a successful candidate but the post of judicial assistant is intended to provide entrants to the legal profession with a unique opportunity to work at close quarters with judicial members of the court, to view the appeals process and to appreciate appellate advocacy at close quarters. Typically the candidate will have graduated with an excellent degree (2:1 or better), and have practical experience in legal research. Experience gained in the early years of practice is valued although not essential. Candidates should understand that a judicial assistant works full time. It is not possible to conduct professional practice or to devote significant time to external study while working as a judicial assistant.

Successful candidates should look forward to a hard working, challenging and stimulating legal experience.

It is not essential that candidates should have a specific area of expertise but the team will be selected so as to provide cover for the range of work handled by the civil division of the Court of Appeal including general common law, public law and human rights, commercial law, chancery and tax law, employment law, family law and some

criminal law. Candidates should be willing to undertake work in areas of law in which they have no previous experience.

### **Skills and qualifications**

High intellectual and legal ability is essential. Successful candidates will have demonstrated an ability to formulate legal arguments and opinions based on research and a capacity to work with calmness and purpose under pressure of time. Word processing and electronic research skills are necessary accomplishments.

Our teams of judicial assistants are selected to reflect a wide variety of experience and background. Members of the team benefit from the experience and skills of their colleagues. Successful candidates will demonstrate a range of interests outside the study of law and will thrive in a team environment. They will have superior written and oral communication skills.

### **The competition**

Your application should be made by submission of your curriculum vitae. You will need to specify the grades awarded for academic and professional examinations. You should also submit a short statement (one or two A4 pages) explaining your interest in the post. When applying please upload your CV and supporting statement as a single document.

If you are selected for interview, your interview will take place in the period 13<sup>th</sup> to 17<sup>th</sup> May 2019.

### **Salary**

This is a fixed term post for 10 months.

The salary offered is £25,324 payable monthly in arrears (pro rata equivalent of an annual salary of £30,389).