

SFJODPS6.7.6

Represent the organisation in complex cases in courts and formal hearings



Overview

This unit concerns representing your organisation in courts and formal hearings in complex cases, using a range of resources to inform your argument and communicate unambiguously and convincingly, obtaining advice as necessary and collaborating with other specialists. You will therefore need to take the wider implications into account when presenting your argument. You should respond appropriately to changing circumstances and keep accurate records.

SFJODPS6.7.6

Represent the organisation in complex cases in courts and formal hearings

Performance criteria

You must be able to:

- P1 follow organisational procedures at all times
- P2 maintain your own personal safety
- P3 work in a way that ensures the safety of others
- P4 ensure sufficient information is available to conduct the hearing
- P5 communicate unambiguously the information and argument in the case to the court
- P6 obtain advice on the case or aspects of a case beyond your authority or competence from the appropriate person
- P7 respond to changing circumstances within the limit of your authority
- P8 meet the requirements of the timescale
- P9 adhere to the requirements of Freedom of Information (FOI) and data protection
- P10 record accurate information on electronic databases and paper records

SFJODPS6.7.6

Represent the organisation in complex cases in courts and formal hearings

Knowledge and understanding

You need to know and understand:

- K1 the requirements of organisational procedures
- K2 the legal requirements for health and safety
- K3 your organisation's health and safety requirements
- K4 the limits of your authority
- K5 how existing legislation applies in your own specialism
- K6 relevant legislation, case law, policies, procedures, guidelines and instructions
- K7 the conventions/operation of the court
- K8 the role of case conferences
- K9 how to interpret and analyse written information and evidence
- K10 how to interpret and analyse oral information and evidence
- K11 negotiation and presentation techniques
- K12 where to record information (paper and electronic) and how to use the relevant databases
- K13 when to refer issues beyond your authority or competence
- K14 the specialisms of your colleagues
- K15 any constraints on the timescales

SFJODPS6.7.6

Represent the organisation in complex cases in courts and formal hearings

Additional Information

Scope/range related to performance criteria

Different conditions which affect how you apply your knowledge, and in which you must demonstrate competence are:

1. Resources: information and evidence; case law; legislation; policy/guidance; in collaboration with other specialists
2. Wider implications: government policy; public perception; setting a precedent; equity of treatment

SFJODPS6.7.6

Represent the organisation in complex cases in courts and formal hearings

Developed by Skills for Justice

Version number 1

Date approved January 2009

Indicative review date January 2011

Validity Current

Status Original

Originating organisation Government Skills

Original URN N6.7.6

Relevant occupations Public Services; Public Service Professionals; Government and Related Organisations

Suite Operational Delivery - Public Services

Key words operational delivery, courts and formal hearings, unambiguous communication, collaboration, government policy, setting precedents, changing circumstances, accurate records