

SFJODPS6.7.7

Represent the organisation in courts and formal hearings



Overview

This unit concerns representing your organisation in courts and formal hearings, 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.

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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 clearly the information and argument in the case to the court
- P6 obtain advice on a case or aspects of a case beyond your authority or competence to 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

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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

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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
2. Wider implications: public perception; equity of treatment

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