



STAJAC

Scottish Tribunals & Administrative
Justice Advisory Committee

Policy and Research Assistant

Salary: £23,151 per annum

Duration: 12 months from early October 2014 (fixed term placement)

Hours: Full-time

Location: Edinburgh (although some home working /working at another location may be considered)

Closing date: 28 August 2014

Interview date: W/C 15 September 2014

Applications are invited from law/social science graduates for a paid student placement within the Scottish Government. The successful applicant will work primarily with the Chair of the Scottish Tribunals and Administrative Justice Advisory Committee (STAJAC) as a Policy and Research Assistant. The Committee was established in November 2013 to champion the needs of users across the administrative justice and tribunals system in Scotland.

The Committee also plays a key role in ensuring that there is external scrutiny of the system and that there is a route for any issues affecting devolved administrative justice and tribunals to be identified to Scottish Ministers. This is a crucial time for administrative justice and tribunals in Scotland, and the Committee is providing input into on-going reforms and developments across a range of different areas

For further information on the Committee and its work visit:

www.adminjusticescotland.com

The successful applicant will be line managed by the Scottish Government's Tribunals and Administrative Justice Policy Team. The team has responsibilities across a diverse range of areas relating to tribunal reform and administrative justice in devolved areas.

This is a challenging and exciting post; and presents an excellent opportunity to get involved in a broad range of policy areas; learn about the work of the Committee and

the Scottish Government; be involved in the Committee's work; and in shaping its recommendations.

The work will be diverse, fast moving and exciting. It will be focussed on research, policy support to the Committee and interaction with a wide network of people; including senior internal and external colleagues; and stakeholders across local government, tribunals, administrative justice bodies and other relevant groups.

How to apply

For further information and a copy of the application pack, please contact Alison Carmichael, Scottish Government Tribunals and Administrative Justice Policy Team on 0131 244 1819 or at:

stajac@scotland.gsi.gov.uk