

Policy and Research Assistant (Scottish Tribunals and Administrative Justice Advisory Committee)

Job description

Main Duties

1. To carry out three specific research projects which the Committee has committed to take forward under the heading 'Proactive work' in its workplan (attached). These are:
 - a) Producing a comprehensive 'map' of the overall administrative justice and tribunal landscape in Scotland, to inform priorities for further policy work.
 - b) Exploring further the issue of administrative decisions for which no right of appeal exists (as initiated by the Scottish committee of the Administrative Justice and Tribunals Council), with a view to making recommendations, where appropriate, for remedies and discussing these with specific arms of government.
 - c) Selecting one or more contexts in which to examine whether/how learning from appeal/review decisions is currently working, to prepare for a more comprehensive examination in the future.

A more detailed description of each of these projects can be found in the separate paper attached.

2. To provide ongoing policy, research and administrative support to the Chair and members of the committee in relation to achieving the priorities set out in the committee's workplan. This will include:
 - liaising with external stakeholders
 - attending and providing administrative support at internal and external meetings as required
 - providing research and policy support as required in relation to other work areas set out in the committee's workplan

Essential criteria

- a good honours degree (at least a 2:1) in law or social sciences
- planning and organisational skills, with the ability to balance competing priorities to meet tight deadlines
- demonstrable ability to gather, identify and analyse relevant information from a variety of sources
- demonstrable ability to interrogate analytical information to draw out key evidence and findings

- good people skills, including developing and maintaining good relationships with colleagues and stakeholders, both internally and externally
- ability to communicate effectively and produce concise, clear and well-structured written work
- ability to work on your own initiative as well as part of a team
- IT literacy
- ability to identify and raise issues with senior colleagues and with the Chair and members of the Committee where necessary

Desirable Criteria

- a postgraduate degree in law or social sciences
- previous experience of socio-legal research
- a good knowledge and understanding of the tribunals and administrative justice landscape in Scotland.
- a good understanding of the Scottish legal system and of the devolved context within which the Committee is operating