
Overview

This standard is for individuals who manage resources and high profile or exceptional cases in courts and tribunals. These resources will include those allocated to various aspects of managing the court programme and will include individuals from external parties and stakeholders. The high profile or exceptional cases will include setting up meetings and understanding what to expect and communicating this to your colleagues and stakeholders. The term “high profile or exceptional cases” relates to those cases which are high profile media cases and those of public interest. This will apply to courts and tribunals of varying sizes and a wide range of resources and business needs.

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Manage resources for high profile or exceptional cases in courts and tribunals



Performance criteria

You must be able to:

1. engage and negotiate with colleagues and stakeholders to establish requirements to succeed against organisational objectives
 - 1.1 undertake a comprehensive assessment of the resources required to

Knowledge and understanding

You need to know and understand:

You need to know and 1. your role, responsibilities and competence, and who to seek assistance and advice from when necessary

1.
legislation, guidance and organisational procedures relevant to the job role.
2.
the range of judicial resources
3.
availability and standards of accommodation and equipment
4.
complexities of the needs of potential witnesses and how these can be met
5.
availability of stakeholders in high profile or exceptional cases
6.
time constrained cases and ad hoc business requirements
7.
holiday custody court requirements
8.
the data and information to be collected and analysed to inform court programming
9.
how to negotiate the use of resources with colleagues and stakeholders to optimise use for all concerned
10.
risks and impacts associated with the types of resources used and how to manage these
11.
where to access information about previous use of resources for high profile or exceptional cases
12.
who are the suppliers of the resources you need?

13.
how to revise court programmes as a result of a high profile or exceptional case
14.
the importance of monitoring the quality and use of resources for high profile or exceptional cases
15.
organisational procedures for ensuring information remains secure
16.
how to undertake a risk assessment
17.
how to review security arrangements
18.
the range of security measures and arrangements in place
19.
how to liaise with the media in line with organisational requirements
20.
how to prepare staff/colleagues for high profile or exceptional cases
21.
the importance of maintaining confidentiality
22.
roles and responsibilities of court and tribunals users within your responsibility

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