
Overview

This standard is for individuals providing specialist and technical advice and guidance to others on work-related technical matters, in accordance with organisational requirements and procedures. You will be expected to provide specialist technical advice and guidance to others who may be involved in a range of activities and to colleagues and stakeholders. You will be required to identify suitable opportunities for offering specialist technical advice and guidance and to keep your methods under review so that you can modify your approach when

Performance criteria

You must be able to:

1.
maintain your knowledge and competence in relation to courts and
 - 1.1
be aware of the sources of information and guidance available
 - 1.2
analyse and interpret sources of information and guidance
 - 1.3
impart knowledge and guidance to others
 - 1.4
carry out a risk assessment to identify solutions
 - 1.5
use the appropriate resources, policy guidance and legislation 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.
range of information and how to source information on legislation, policies and guidelines
3.
how to interpret information on legislation, policies and guidelines that can be used when giving specialist/technical advice and guidance
4.
how to identify opportunities for giving specialist/technical advice and guidance
5.
how to plan and prepare for providing specialist/ technical advice and guidance
6.
how to ensure information is up to date, valid and reliable
7.
how to share your knowledge and experience with others
8.
the techniques that can be used for providing or presenting specialist/ technical advice and guidance
9.
the importance of maintaining confidentiality and how to do this
10.
complaints systems and procedures
11.
communication methods and how to adapt them to meet individual needs

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Provide specialist and technical advice and guidance in courts and tribunals



Developed by	Skills for Justice
Version Number	2
Date Approved	01 Feb 2018
Indicative Review Date	28 Feb 2023
Validity	Current
Status	Original
Originating Organisation	Skills for justice
Original URN	sfjpg1
Relevant Occupations	Courts Manager
Suite	Courts, Tribunals and Prosecution
Keywords	Specialist advice; Court environment; Techniques of advice and guidance
