

COMPETITION APPEAL TRIBUNAL/ COMPETITION SERVICE
Person/Role Specification
Caseworker

Brief Description

Based in Bloomsbury, central London, the Competition Appeal Tribunal (the Tribunal) is a specialist judicial body with cross-disciplinary expertise in law, economics, business and accountancy whose function is to hear and decide cases involving competition or economic regulatory issues. Further information is available on the Tribunal's website www.catribunal.org.uk.

As a Caseworker you will gain exposure to the administrative handling of cases, from registration to final judgment. The role is to support the work of the Registry in ensuring that Tribunal cases are conducted effectively and according to the statutory rules of procedure. The job holder will be required to carry out administrative duties and supportive tasks to ensure strict timetables are adhered to and hearings are conducted appropriately.

Flexibility is a key requirement for this job. The Tribunal is a small organisation and, as all other members of staff, the job holder will, on occasions, be required to perform tasks not specifically mentioned in their job description or that are normally carried out by other teams or staff within the organisation. Office cover is required between 9.00am and 6.00pm Monday to Friday.

Experience and Skills

The successful candidate would have proven administration skills to the required level, with excellent communication to deal with our Tribunal members and staff, as well as external parties. The job holder will be able to work as part of close knit small team environment.

Principal duties of the post will be:

- Undertaking all casework duties involved in handling applications effectively and in accordance with legal requirements and agreed procedures.
- Maintaining case filing systems and ensuring hearings go ahead as planned.
- Arranging internal and external hearing logistics (throughout the UK), while ensuring that appropriate security measures are in place and staff are available and briefed for the various required postings.
- Supporting the Assistant Registrar in dealing with general queries from parties, legal representatives and members of the public about the status of cases, maintaining confidentiality at all times.
- General office support, including photocopying, post opening, labeling, scanning, registering and filing of documents both in hard copy and electronically.
- Court usher duties.
- Manual handling of case files.

Essential Requirements

- High level of accuracy and attention to detail.
- Excellent organisational skills.
- Microsoft Word and Outlook.
- Excellent communication skills.
- Ability to work under pressure and meet tight deadlines whilst maintaining a methodical and organised approach to working.
- Ability to adopt a professional approach when dealing with callers and visitors, and maintain confidentiality at all times.

Desirable attributes

- Experience of working in the Judicial System, Law firm, or similar environment.
- Experience in administrative role.

Closing date 11.59pm (Greenwich Mean Time), Monday 27th July 2015