



AGRICULTURAL LAW ASSOCIATION DISPUTE RESOLUTION PANEL

ARBITRATOR/MEDIATOR/EXPERT

SELF-ASSESSMENT GUIDE & REQUIREMENTS FOR APPLICATION TO BE APPOINTED TO THE DISPUTE RESOLUTION PANEL

Completing your self-assessment

In addition to your Application Form, you are required to prepare a self-assessment submission.

Your self-assessment is a critical part of your application.

The application assessment panel assesses the information in your self-assessment against the competency framework to determine whether you meet the requirements of a post.

You must provide the application assessment panel with sufficient information to make a decision.

You should:

READ the competency framework carefully to understand what you need to demonstrate in your self-assessment

CONSIDER how your own experience relates to or is transferable to the competencies in the framework

REFLECT on roles, tasks and situations in which you demonstrated those Competencies

SELECT specific examples that best demonstrate the competencies as they are set out in the framework

The **Competency Framework** lists in bullet-points the requirements to be considered for appointment to the ALA Dispute Resolution Panel ('ALADR Panel') under 5 headings:

- Exercising judgement
- Assimilating and clarifying information



- Possessing and building knowledge
- Working and communicating with others
- Managing work efficiently

Under each of these headings in the Competency Framework is a series of bullet-points listing the ways in which the competency might be demonstrated.

You **do not** need to provide a separate example for every bullet-point in the Competency Framework.

The strongest self-assessments provide between 1 and 3 examples within each competency area, and demonstrate breadth, showing clearly how you approached each situation and achieved a successful outcome.

Using the SOAR model

The SOAR model is a way of setting out your examples that you might find helpful:

- SITUATION:** use the first 10% of your example to explain briefly the situation and context
- OBJECTIVE:** use the next 10% to explain what you were trying to achieve and why
- ACTION:** use the next 60% of your example to say what you did and how you did it. What was your exact role? What did you do?
- RESULT:** use the last 20% to explain the outcomes. Were your objectives achieved? How do you know it was due to your actions?

Further tips

- Be clear and explicit so there is no doubt about how you tackled the task
- Ensure the focus is on your actions and your responsibilities
- Be concise
- Use your strongest examples in your application, but keep a note of others that are relevant as you may wish to use these at interview if you are invited to sit for an interview by the application assessment panel
- **Do not** use hyperlinks as these will be disregarded by the application assessment panel
- **Do not** simply list cases you dealt with in the past. The application assessment panel needs sufficient information to understand the impact of your actions and may not be familiar with specific cases



- **Do not** feel that all of your examples need to come from your current or most recent employment. You will not be penalised for using older examples, or examples from other areas of your life, if they are still relevant and demonstrate your suitability

Choosing the best examples in your self-assessment

You are asked to give examples for each of the 5 competencies.

The application assessment panel will compare your self-assessment against the Competency Framework to determine how well you meet the requirements the ALADR Panel. Each competency area relates to a different aspect.

A: EXERCISING JUDGEMENT

Exercising judgement is about how you make sure your decisions are right, incisive, fair and legally sound.

The application assessment panel will look for examples that demonstrate your independence of mind, your application of relevant law or procedure, your ability to deal fairly and your understanding of the implications of the decisions you make.

Relevant examples do not need to involve judgments made in arbitration.

You may, for example, have made decisions as part of a professional board, panel or committee.

You might choose more than one example in order to demonstrate a breadth of situations and contexts (some complex, others highly sensitive, for example), but avoid simply listing cases without providing any contextual information. Stronger examples focus on decisions taken in complex, sensitive or highly charged cases or situations, or where you were vindicated in taking a decision that was difficult, innovative or controversial.

An example of a decision with far-reaching implications would allow you to demonstrate your ability to consider the impact of the decisions you make.

Prompts

These prompts may help you to consider which examples from your own experience will be relevant to your self-assessment under Exercising judgement.

These are suggestions only; you do not need to address these questions in your self-assessment.

- Describe a situation where you made a decision which was unpopular or controversial, but which you knew was right. How did you make sure you made the right decision? How



did you justify or explain your decision to others? What was the outcome of your decision?

- Describe a situation where you needed to make a decision that you knew would have far-reaching consequences. How did you make sure you fully understood the consequences? What steps did you take to prepare yourself and others for the consequences? What was the outcome?

B: POSSESSING AND BUILDING KNOWLEDGE

Possessing and building knowledge is about how you develop and maintain an appropriate degree of expertise in relevant areas of law and practice.

The application assessment panel will look for examples that demonstrate how you stay abreast of changes in law and their implications, how you identify gaps in your own knowledge and how you address these.

Stronger examples describe how a candidate has actively pursued learning and professional development through training, research or voluntary work.

Examples of situations where a candidate has been required to research and rapidly develop expertise in a new subject are also relevant, particularly if the area of law was complex.

Prompts

These prompts are provided to help you to consider which examples from your own experience will be relevant to your self-assessment under Possessing and Building Knowledge.

These are suggestions only; you do not need to address these questions in your self-assessment.

- Describe an action you have taken to address a gap in your knowledge. How did you identify the gap and how did you address it? How do you keep your knowledge up to date on an ongoing basis?
- Describe a situation where you had to develop your knowledge of a subject relatively quickly. How did you identify the things you needed to learn? What tools and resources did you use? How did you involve others? What was the outcome?
- Describe a situation where you have benefited from taking a novel or innovative approach to developing your knowledge. What did you do and what was the outcome?



C: ASSIMILATING AND CLARIFYING INFORMATION

Assimilating and clarifying information is about how you digest new information, identify key issues and improve your understanding by seeking further information where needed.

Although reading and digesting large volumes of information is considered a fundamental skill in many ADR roles, you should reflect on situations that were less straightforward. Were there conflicts between different sources of information that needed to be resolved? Was it necessary to draw on the expertise of others?

Stronger examples focus on situations where candidates have assimilated unusually large volumes of information, where the information was particularly technical or complex, or where time pressure was involved. It is good to make the nature and scale of such challenges clear in the example.

Prompts

These prompts may help you to consider which examples from your own experience will be relevant to your self-assessment under Assimilating and Clarifying Information.

These are suggestions only; you do not need to address these questions in your self-assessment.

- Describe a situation where you needed to read and understand a large body of information at short notice. How did you identify the key facts? How did you involve others? What was the outcome?
- Describe a situation where you were faced with multiple sources of information or evidence that were sharply conflicting. How did you balance the conflicting information? How did you resolve the situation?
- Describe a situation where the information you were presented with was unusually complex or technical. What was particularly challenging about the information? How did you overcome the challenge? What was the outcome?

D: WORKING AND COMMUNICATING WITH OTHERS

Working and communicating with others is about how you communicate, orally and in writing, and how you work effectively with colleagues and members of the public.

The application assessment panel will look for evidence that demonstrates a fair, courteous, authoritative and constructive approach.

You should be able to show that you are able to understand and deal fairly with people from a range of different backgrounds.



Candidates provide examples of situations where their ability to communicate clearly and calmly was tested, either because of linguistic, cultural or technical barriers, or because the situation was emotionally charged. These examples are relevant, particularly if you describe clearly how you overcame those barriers.

Stronger examples include situations where the candidate had to consider a number of different factors (such as the background and emotional state of others) before deciding on an appropriate style of communication to adopt.

Prompts

These prompts are provided to help you to consider which examples from your own experience will be relevant to your self-assessment under Working and Communicating with Others.

These are suggestions only; you do not need to address these questions in your self-assessment.

- Describe a time when you successfully defused an emotionally charged situation. What factors and risks did you take account of when deciding?
- Describe a time when you fostered a successful working relationship to achieve a goal. What differences and conflicts did you overcome? How did you maintain the relationship in times of pressure? What was the outcome?
- Describe a time when you needed to significantly alter your usual style or method of communication to overcome some cultural, technological or logistical barrier. How did you decide on the right approach? How did you involve others?

E: MANAGING WORK EFFICIENTLY

Managing work efficiently is about how you plan, prioritise and manage a heavy workload, and how you make the best use of all the resources and support available to you to achieve this.

The application assessment panel will look for evidence that demonstrates your approach to managing your workload: how you prioritise the right things, resolve unexpected problems in order to get things done, and make the best use of technology and the assistance of others.

You might find it helpful to reflect on situations in which the pressures were particularly challenging, or where your approach was particularly innovative. Stronger examples highlight situations where a candidate has faced an unexpected issue that needed to be resolved quickly, or where conflicting priorities required an innovative solution and demonstrating how the resolution was successful.



Prompts

These prompts are provided to help you to consider which examples from your own experience will be relevant to your self-assessment under Managing Work Efficiently. These are suggestions only; you do not need to address these questions in your self-assessment.

- Describe a time when, under pressure, you took an innovative approach to managing your workload. How did you secure the cooperation of others? How did you make sure the quality of your work was not compromised?
- Describe a situation where you have used technology to improve your own efficiency or that of others. What was the outcome?
- Describe a situation where unforeseen circumstances put you at risk of failing to meet important commitments. How did you overcome the circumstances? Once you had dealt with the immediate difficulty, what steps did you take to get your work back on track?

SUBMISSION OF YOUR SELF-ASSESSMENT

Please submit your Self-Assessment with your Application Form.

Your Self-Assessment should be typed and not handwritten.

Please use the Competency Framework headings as your reference for completing the Self-Assessment, give full answers but be concise.

If the application assessment panel wish to understand parts of your Self-Assessment in greater detail, they will either contact you for further information to be submitted in writing or they will ask for further information at your interview.

If you have any queries in completing your Self-Assessment, please contact us at enquiries@aladisputeresolution.co.uk

PLEASE NOTE THAT YOUR APPLICATION WILL NOT BE CONSIDERED IF YOU DO NOT OR UNTIL YOU SUBMIT YOUR SELF-ASSESSMENT.