

## **CO-CHAIRMAN, STANDING DISCIPLINARY TRIBUNAL**

### **Kind of Work**

Highly professional work related to tribunal hearings of Public Officers.

### **Distinguishing Features of Work**

An employee in this class is required to sit as Chairman of a two-member disciplinary tribunal to hear evidence and find facts in respect of disciplinary charges preferred against public officers falling under the purview of the various Service Commissions.

### **Examples of Work**

Hear evidence of charges laid against Police Officers, Teachers and Public Officers.

Determine whether evidence provided is factual information with respect to charges laid.

Provide evidence that charges laid do not constitute the offence charged.

Prepare reports to include finding of facts and expressions of opinion.

### **Required Knowledge, Skills and Abilities**

Knowledge and experience in the Police, Teaching, Civil and Public Service Regulations

Ability to interpret the Law of Trinidad and Tobago.

Ability to guide members of the tribunal as to their approach to the conduct of the matters before them.

Ability to make findings with respect to 'no case submissions' whether evidence is sufficient to support the charge.

Ability to proceed with tribunal hearings ex-parte where the officer charged is absent without good reason.

Ability to be fair, unbiased and impartial at tribunal hearings.

Ability to prepare strategy for proving the case.

### **Minimum Experience and Training**

Over 50 years of age with more than ten (10) years' experience as an Attorney-at-Law in Trinidad and Tobago and some experience (six to eighteen months) in public administration.

## **MEMBER, STANDING DISCIPLINARY TRIBUNAL**

### **Kind of Work**

Responsible work related to tribunal hearings of Public Officers.

### **Distinguishing Features of Work**

An employee in this class is required to sit as Member of a three-man disciplinary tribunal to hear evidence and find facts in respect of disciplinary charges preferred against public officers falling under the purview of the various Service Commissions.

### **Examples of Work**

Hear evidence of charges laid against Police Officers, Teachers and Public Officers.

Determine whether evidence provided is factual information with respect to charges laid.

Provide evidence that charges laid do not constitute the offence charged.

Prepare reports to include finding of facts and expressions of opinion.

### **Required Knowledge, Skills and Abilities**

Knowledge and experience in the Police, Teaching, Civil and Public Service Regulations

Ability to interpret the Law of Trinidad and Tobago.

Ability to guide members of the tribunal as to their approach to the conduct of the matters before them.

Ability to make findings with respect to 'no case submissions' whether evidence is sufficient to support the charge.

Ability to proceed with tribunal hearings ex-parte where the officer charged is absent without good reason.

Ability to be fair, unbiased and impartial at tribunal hearings.

Ability to prepare strategy for proving the case.

### **Minimum Experience and Training**

Over 50 years of age with some experience (six to eighteen months) in public administration.