**Job Specification**

**Summary**

UK Visas and Immigration (UKVI) is looking for legal professionals to represent the Secretary of State for the Home Department at the Presenting Office in Glasgow. The successful candidate(s) will support, and work alongside the existing Presenting Officers within UKVI.

This is a short-term role for three to six months. The role will involve being allocated lists of cases as and when representation is required. This is an excellent opportunity to gain practical experience of immigration law and appeals.

**Description**

1. To present one full list a day (3-4 cases on average) representing the respondent decision-maker as above, at the First-tier Tribunal.

2. The Temporary Presenting Officer must prepare fully for the appeal, ensuring full awareness of the facts of each case and the relevant immigration law, policy and country information. Each case should be reviewed prior to the hearing, and should only proceed to a full hearing if the decision under challenge remains appropriate and capable of being defended.

3. If the complete list does not proceed, the Temporary Presenting Officer may be required to present an alternative list.

4. The Temporary Presenting Officer should ensure that all papers and appeal bundles have been served on the Tribunal and the appellant’s representatives in advance of the hearing.

5. Each case should be argued fully in line with the law and UKVI policy, responding appropriately to new evidence and issues raised. If, in the course of reviewing a list, the Temporary Presenting Officer identifies an error in law, they will be expected to draft grounds of appeal to the Tribunal.

6. The Temporary Presenting Officer should follow the published Professional Standards for Presenting Officers.

7. The evidence given by the appellant (and any witnesses) before and at the hearing should be tested by cross-examination in each case.

8. The Temporary Presenting Officer should make oral submissions to the Immigration Judge.

9. The Temporary Presenting Officer should comply with all directions set by the court. All such directions should be notified to the Home Office within 48 hours of the hearing.

10. The Temporary Presenting Officer should complete and send to the Home Office post-hearing minutes for the cases presented on that day’s hearings list within 48 hours of the hearing.