



VACANCY NOTICE

HM REVENUE AND CUSTOMS

PERSONAL INJURY LAWYER

JUNE 2015

TABLE OF CONTENTS

HEADLINE INFORMATION	3
VACANCY DESCRIPTION	4
THE POST.....	4
WORK OF THE DEPARTMENT.....	5
THE PERSON SPECIFICATION.....	6
CRITICAL REASONING TEST	7
DEPARTMENTAL CONTACT POINT	7
GLS MINIMUM ELIGIBILITY CRITERIA.....	7
Professional Qualifications	7
Academic	8
Nationality	8
Guaranteed Interview Scheme.....	9
Pre-employment Checks.....	10
DATA PROTECTION	11
COMPLAINTS PROCEDURE	11

HEADLINE INFORMATION

JOB TITLE:	Personal Injury Lawyer
DEPARTMENT:	HMRC
DIVISION:	Legal
LOCATION:	Bush House, London
CLOSING DATE & TIME	Midday Thursday 30 July 2015
INTERVIEW DATES:	Week Commencing 7 September 2015
WORKING ARRANGEMENT:	Full time
APPOINTMENT TERM:	Permanent
NUMBER OF POSTS:	1
SALARY RANGE:	Grade 7 Lawyer: £53,196 (there is the possibility of higher starting salary for strong candidates)
SALARY DETAILS:	As above
TRAVEL REQUIRED:	Sometimes
CRB REQUIRED:	Yes
GUARANTEED INTERVIEW SCHEME:	Yes
RESERVED/NON-RESERVED	Non-reserved

VACANCY DESCRIPTION

We have a vacancy for a Personal Injury lawyer, with Employers' Liability experience, in HM Revenue and Customs Solicitor's Office.

The Office is an integral part of HMRC. It is headed by the General Counsel and Solicitor, Gill Aitken and includes approximately 200 lawyers who advise on legal issues arising from HMRC's policy and operational work and conduct the Department's litigation. Our legal work is high quality, covering a broad range of subjects: in addition to tax and excise law, our advisory work covers a range of general public law issues, including human rights, administrative law and freedom of information and criminal law and Personal Injury. Our lawyers work in specialist teams handling specific areas of work.

THE POST

The vacancy is for an experienced lawyer, based in Bush House, London, to undertake litigation in the Personal Injury team, where they will handle their own caseload of between 30 and 40 claims.

They will be part of a team with 10 others, seven of whom have conduct of the claims, the other three being administrative and support staff. The team is headed by a Grade 6 lawyer with other team members being a mix of a solicitor, a barrister, a Legal Executive and experienced, unqualified caseworkers.

The PI team has a live caseload of around 200 cases at any one time. These range from the relatively straightforward slipping and tripping type claims, to challenging, protracted litigation, for example, those of Mesothelioma, stress and claims involving an orthopaedic injury with chronic pain and resultant psychiatric injury.

The main duties are:

- Conduct of claims through the Pre-Action Protocol process, liaising with the Claimants' solicitors and HMRC's clients.
- Where liability is denied, conduct of the claim until ultimate disposal.
- Liaising with clients to obtain their instructions.
- Determining when sufficient, admissible evidence has been obtained in order that a decision on liability can be made.
- Advising on liability and completing liability submissions for the consideration of the Senior Lawyer.
- In cases where liability is accepted, advising on quantum and conducting negotiations with the Claimant's solicitors to settlement.
- Liaising with and keeping informed, the Senior Lawyer.
- Instructing and liaising with Counsel.
- Drafting applications, Orders and witness statements.
- Conducting telephone Case Management Conferences.
- Occasional attendance with Counsel at hearings or trial before the County and High Courts.
- Compliance with court timetables.
- Compliance with the Disclosure process.
- Sharing knowledge with and assisting the other members of the team.

WORK OF THE DEPARTMENT

[Click here](#) to be directed to the GLS departments' information page on the GLS website where you can read more in-depth information.

THE PERSON SPECIFICATION

We are looking for an intellectually capable, motivated lawyer to work as part of a friendly and lively team. You should have a thorough grasp of the law and civil procedure relating to Personal Injury claims and Health and Safety law and sound oral and written communication skills. You should be able to work unsupervised, using your own initiative, although training and support will be provided on joining the team, the members of which pride themselves on a collaborative approach to working.

You will have good Legal Professional Skills, essential elements of which are:

- reliable legal judgement and an appreciation of legal risk
- sound analysis of issues,
- the ability to make evidence based decisions
- sound drafting skills
- the ability to deliver a quality service for clients
- meticulous file management.
- thorough and accurate time recording

You need to have good self-awareness and a commitment to using feedback to learn and develop as a professional. In addition, the application and interview process will seek evidence of the following competencies:

Making Effective Decisions

Collaborating and Partnering

Managing a Quality Service for Clients

Delivering at Pace

Motivational Fit

CRITICAL REASONING TEST

Please note that as part of this process you will be required to complete an Online Critical Reasoning Test. You should receive an invitation to take the test on **Monday 3 August 2015**, with a deadline for completion by **Midday on Friday 7 August 2015**.

DEPARTMENTAL CONTACT POINT

If you would like to discuss this post further with someone in the department, or would like to be put in touch with a lawyer working in the team please contact:

Name: GLS Recruitment Team
Telephone: 0845 3000 793 or 0117 923 4417
Email: glsqualified@tmpw.co.uk

GLS MINIMUM ELIGIBILITY CRITERIA

Professional Qualifications

Applicants must be (or about to become) qualified to practise as a Barrister, Chartered Legal Executive or Solicitor in England and Wales. You must have completed a training contract/pupillage/qualifying employment, or have been exempted from this by the Law Society, the Bar Council or CILEx. Applicants qualified in a jurisdiction outside England and Wales will be subject to the rules of the professional bodies.

Professional entry criteria for Chartered Legal Executives (i.e. Fellows): Chartered Legal Executives are eligible to apply where (i) a Qualifying Law Degree (QLD) is held; or (ii) the Graduate Diploma

in Law (GDL)/CPE has been completed; or (iii) where exams have been passed (i.e. a score of 50% or above achieved), at CILEx Level 6*, in all of the following seven foundation subjects in law:

1. Contract Law
2. Criminal Law
3. Equity and Trusts Law
4. European Union Law
5. Land Law
6. Public Law
7. Law of Tort

* Note: There are specific requirements relating to academic achievement in the CILEx Level 6 exams where these are being used to demonstrate 2.1 degree equivalence as set out below.

Academic

You **should** have a minimum of a 2:1 degree in their first degree (in any subject). If you hold an overseas degree qualification this should be equivalent to a 2.1 degree. However, this Department will consider applicants who do not have a 2.1 degree (or above) but only where satisfactory evidence of equivalent high level academic and/or professional achievement can be provided (e.g. via relevant experience and results achieved for the Graduate Diploma in Law (GDL)/CPE, Legal Practice Course (LPC), Bar Professional Training Course (BPTC)).

Chartered Legal Executives should note that the GLS will be willing to accept an, overall, average score of 65% or above across exams passed in the seven foundation subjects in law (where studied at CILEx Level 6) as demonstrating 2.1 degree equivalence (where a 2.1 degree is not held).

Nationality

The GLS is part of the wider Civil Service and therefore the [Civil Service nationality rules apply](#). On If a post is described as 'reserved', then only UK nationals will be eligible to be able to apply. If a

post is advertised as a 'non-reserved' post, as our posts generally are, those listed below will be eligible to apply:

- UK Nationals (and British Protected Persons);
- Commonwealth citizens and nationals of the European Economic Area (EEA);
- Individuals with dual nationality where one part is British; and
- Certain family members of EEA, Swiss and Turkish nationals (as set out in the Civil Service nationality rules).

Please note that it is possible to meet the above nationality requirements and still not be legally entitled to work in the UK. [UK Visas and Immigration](#) operates a points-based immigration policy which applies to the migrants from outside the European Economic Area, Switzerland and Turkey.

It is the applicant's responsibility to check whether this policy applies to them. When applying, applicants will be asked about their nationality at birth, whether they are subject to immigration control, whether there are any restrictions on your continued residence or employment in the UK etc. Detailed document checks will be made prior to employment.

Guaranteed Interview Scheme

Some GLS departments have signed up to the Positive about Disabled People Commitment and will guarantee an interview to any disabled applicant who meets the minimum criteria. The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

To meet the minimum criteria, candidates applying under the terms of the Guaranteed Interview Scheme (GIS) must:

- Meet all aspects of the stated minimum eligibility criteria (i.e. academic, nationality, and professional criteria);

- Meet the standard set for the Critical Reasoning Test (where used); and
- Obtain a minimum score for (i) the GLS core competencies being assessed at the application stage and (ii) against any job specific criteria specified.

Candidates applying under the terms of the GIS, who meet the minimum criteria outlined above, will be invited to attend an interview.

Pre-employment Checks

All government departments are required to ensure that any personnel employed by them comply with the Baseline Personnel Security Standard (BPSS) before they take up employment.

This standard involves verification of identity; nationality and immigration status (including an entitlement to undertake the work in question); employment history (past 3 years) and criminal record (unspent convictions).

You will be asked to produce original documents when attending interview to enable us to verify the above if you are successful. The information which you provide will be treated in the strictest confidence by the GLS and its authorised representative (TMP Worldwide).

Supplying false information or failing to disclose relevant information could be grounds for rejection of your application, or, dismissal and could amount to a criminal offence.

Your referees will not be approached until your permission has been obtained following success at interview.

Regarding criminal record checks, a basic disclosure will normally be required (covering convictions considered unspent under the Rehabilitation of Offenders Act 1974). This will apply to successful candidates only and your permission will be required before checks are undertaken.

DATA PROTECTION

The information which you provide will be protected and processed for the purpose of successful completion of the Baseline Personnel Security Standard, in accordance with the requirements of the Data Protection Act (1998).

If you have any concerns about any of the questions which you are asked to complete or what we will do with the information you provide, you should discuss these with the GLS Recruitment Team.

For further information please download and read the 'Information for Candidates' booklet from the [vacancies page](#) on the GLS website.

COMPLAINTS PROCEDURE



GLS Departments' processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition as outlined in the Civil Service Commission's Recruitment Principles which can be found at <http://civilservicecommission.independent.gov.uk>

If you feel your application has not been treated in accordance with these Principles and you wish to make a complaint, please contact Lisa Ezekiel on 03000 589357 or at lisa.ezekiel@hmrc.gsi.gov.uk in the first instance. If you are not satisfied with the response you receive from the Department, you can contact the Civil Service Commission.