



VACANCY NOTICE

GOVERNMENT LEGAL DEPARTMENT

COMMERCIAL LAWYERS

AUGUST 2015

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HEADLINE INFORMATION

JOB TITLE: Commercial Lawyer & Transactional Employment Lawyers.

DEPARTMENT: Government Legal Department.

DIVISION: Commercial Law Group & Employment Group.

LOCATION: London, Leeds and the North West.

CLOSING DATE & TIME Midday on 11 September 2015

INTERVIEW DATES: 12 – 23 October 2015.

WORKING ARRANGEMENT: Full time / Part time / Job share.

APPOINTMENT TERM: Permanent.

NUMBER OF POSTS: A number of posts are available for both Groups.

SALARY RANGE: London: £47,557 - £58,200

National: £46,131 - £56,390

SALARY DETAILS: Salary is dependent on PQE, skills and performance at interview.

Commercial Lawyer posts - the salary scales above are for candidates with a minimum of two years PQE. Where successful candidates have less than two years but more than one year PQE, they will be offered £42,763 for both London and National locations and will be appointed as a Legal Officer. Successful candidates with less than one years' PQE will be offered £35,582 for both London and National locations and will also be appointed as a Legal Officer. Legal Officers will regrade to Grade 7 after one years' service or the attainment of two years PQE, if earlier.

Transactional Employment Lawyer posts - the salary scales above are for candidates with a minimum of three years

PQE. Where successful candidates have less than three years but more than one year PQE, they will be offered £42,763 for both London and National locations and will be appointed as a Legal Officer. Successful candidates with less than one years' PQE will be offered £35,582 for both London and National locations and will also be appointed as a Legal Officer. Legal Officers will regrade to Grade 7 after one years' service or the attainment of three years PQE, if earlier.

- TRAVEL REQUIRED:** Some travel will occasionally be required for both teams
- DBS CHECK REQUIRED:** No
- GUARANTEED INTERVIEW SCHEME:** Yes
- RESERVED/NON-RESERVED:** Non-reserved

VACANCY DESCRIPTION

The Government Legal Department (GLD) is the largest provider of legal services across government, working with over 180 government departments and agencies. We have recently engaged in a major change programme within Civil Service Reform - to create a single shared legal service for Government. This built on our previous success developing the department as a public sector exemplar of a cutting edge, business driven provider of professional services.

GLD has a strong culture driven by our values. We score consistently highly in terms of people engagement and other key indicators in the annual Civil Service People Survey. Our values underpin the aim of the new shared legal service to provide consistent, joined-up, high quality legal services to Government as a whole while continuing to meet the legal requirements of individual Departments. We aim to be the best for clients, the best for our people, and the best in the business.

During 2014/15 the Department completed a series of mergers with other Whitehall legal teams and now comprises some 1700 lawyers, primarily in London but with small teams in Bristol, Leeds and Manchester. A new Board and leadership team is in place and ready to embark on the next phase of this transformational change programme. The Departmental structure has more than 12 client-facing advisory teams, and cross-cutting expert service groupings for Litigation, Employment and Commercial law.

THE COMMERCIAL LAW GROUP

The Commercial Law Group (CLGp) was created in June 2014 and brings together under the Commercial Law Director, Wendy Hardaker, the commercial teams of a number of key Departments: Cabinet Office, Crown Commercial Service, HMT, DCMS, DWP, DH, DEFRA, Home Office and MOJ. The Government's commercial litigators are also a key part of the Group. The Commercial Law Group's creation recognises the increasing importance of commercial skills to government, as frontline services are increasingly delivered through contracted means. It aims to increase consistency in the delivery of commercial legal services to Government clients, to ensure delivery of high quality commercial legal advice and commercial litigation to deliver the

key benefits of the shared service through sharing of knowledge and skills and flexible deployment of resources.

Government draws upon the skills of their lawyers to implement their policies. Commercial lawyers play a vital role where Government looks to implement policy by using or involving the private sector. They provide a wide range of commercial legal advice, including public procurement, commercial contracts, intellectual property rights, information technology and state aid. Commercial lawyers within government work are involved in every part of the process, from advising on the commercial law implications of policy proposals, through to designing the appropriate commercial construct, ensuring that projects appropriately manage legal risk, contract management and resolving disputes or handling complex commercial litigation.

EMPLOYMENT GROUP

GLD's Employment Group consists of over 90 lawyers and is at the heart of public sector employment law being the shared service centre for advice and litigation across the civil service. As noted above, the Government is involved in many commercial transactions that require high quality legal advice. The Group is therefore expanding its capacity to undertake employment commercial work and is seeking grade 7 lawyers to provide advice and support on the employment aspects of these projects (including drafting and negotiating clauses).

[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

ESSENTIAL REQUIREMENTS

We are looking for highly motivated lawyers with commercial experience and highly motivated employment lawyers with commercial experience. You need strong communication skills, good self-awareness and a commitment to using feedback to learn and develop as a professional. You must be able to demonstrate Legal Professional Skills at Legal Adviser/Grade 6/Grade 7 level.

In particular, we are looking for the following in **Professional Legal Skills** from Commercial Lawyers:

- A constructive approach to providing legally sound risk based advice in a policy context
- An ability to negotiate effectively and to draft contractual terms
- An ability to manage the provision of outsourced legal services and spend
- A good working knowledge of and experience of public procurement law issues

For Employment lawyers with commercial experience, we are looking for:

- A constructive approach to providing legally sound risk based advice in a policy context
- An ability to negotiate effectively and to draft contractual terms

In addition, the application and interview process will seek evidence of the following competencies:

Setting Direction – Making effective decisions

- Make difficult decisions by pragmatically weighing up the complexities involved against the need to act
- Analyse and evaluate pros and cons and identify risks
- Identify the main issues in complex problems

Engaging People – Collaborating & Partnering

- Effectively manage team dynamics when working across Departmental and other boundaries
- Seek constructive outcomes in discussions, challenge assumptions but remain willing to compromise when it is beneficial
- Build strong interpersonal relationships to deliver business outcomes

Delivering results – Managing a quality service

- Ensure the service offer thoroughly considers customers' needs
- Make clear and pragmatic and manageable plans for service delivery
- Create regular opportunities for staff and customers to help improve service quality and demonstrate a visible involvement

Delivering Results – Delivering at pace

- Get the best out of people by giving enthusiastic and encouraging messages about priorities, objectives and expectations
- Review, challenge and adjust performance levels to ensure quality outcomes are delivered on time, rewarding success
- Adopt clear processes and standards for managing performance at all levels
- Maintain effective performance in difficult and challenging circumstances, encouraging others to do the same.

Engaging People – Building Capability for All

- Ensure that learning and development opportunities are fully exploited to enhance organisational capacity
- Coach and support colleagues to take responsibility for their own development
- Establish and drive discussions to learn from experience
- Prioritise and role model continuous learning and development, including leadership, management and people skills

Experience in the following areas is highly desirable for the Commercial Lawyer roles:

- A good working knowledge of public procurement law, commercial contracts and associated areas; some knowledge of PFI contracts would be an advantage;
- Understanding and applying relevant EU and domestic legislation.
- It is highly desirable for a commercial employment lawyer to have experience of staff transfers in the public or private sectors either following transfers of undertaking, service provision charges or reorganisations.

- Motivational Fit

When completing your application you will be asked to provide written examples of where you have demonstrated the competencies listed above.

CRITICAL REASONING TEST

Please note that as part of this process you may be required to complete an Online Critical Reasoning Test. If this is the case, you will be contacted with further details in due course.

GLS MINIMUM ELIGIBILITY CRITERIA

Professional Qualifications

Applicants must be (or about to become) qualified to practise as a Solicitor, Barrister or Chartered Legal Executive 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. Barristers or solicitors who have qualified in a jurisdiction outside England and Wales will be required to undertake the Qualified Lawyers Transfer Scheme within 12 months of appointment.

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.

Applicants **should** have a minimum of a 2:1 degree in their first degree (in any subject). Where an applicant holds 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](#). 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.

Applications will be accepted from those applicants who may require sponsorship for a work permit under the UK Border Agency's points-based immigration policy. Applications which require sponsorship will, however, only be considered if no suitable settled worker is identified for the position.

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.

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



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 Caroline Anerville on 0207 2103436 or at caroline.anerville@governmentlegal.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.