



VACANCY NOTICE

**DEPARTMENT FOR BUSINESS, INNOVATION
AND SKILLS**

ADVISORY LAWYERS

MAY 2016

TABLE OF CONTENTS

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

HEADLINE INFORMATION

JOB TITLE:	Advisory Lawyers
DEPARTMENT:	Business, Innovation and Skills
DIVISION:	Legal
LOCATION:	1 Victoria Street, London
CLOSING DATE & TIME	Wednesday 1 June 2016 at midday
INTERVIEW DATES:	Monday 4 July to Friday 15 July 2016
WORKING ARRANGEMENT:	Full time / Part time / Job share
APPOINTMENT TERM:	Permanent
NUMBER OF POSTS:	Up to 15
SALARY RANGE:	£37,909 (min) to £58,382 (max) depending on PQE
SALARY DETAILS:	This includes a pay enhancement of £2,500 per annum
TRAVEL REQUIRED:	Sometimes
DBS CHECK	Yes
GUARANTEED INTERVIEW SCHEME:	Yes
RESERVED/NON-RESERVED	Non-reserved

VACANCY DESCRIPTION

BIS is the Department for growth. We are a major economic department, which supports business by creating the conditions for success and helps people through learning and training to get on in life and in work. The Department has a broad range of responsibilities for enterprise, business, innovation, regulation and competition, science and research, domestic and international trade, inward investment, employment, consumers, universities, further education and skills.

BIS Legal Services, winners of The Lawyer's In-House Public Sector Team of the Year Award 2015, provides or procures all the legal services that the Department requires.

THE POSTS:

Our advisory lawyers are based in eight teams, which cover the following areas that the Department leads on:

- Corporate and Insolvency Law
- State Aid and Commercial Projects
- Europe and International Trade
- Enterprise
- Labour Market
- Consumers and Competition
- Science and Intellectual Property
- Higher and Vocational Education

The work is intellectually stimulating, fast moving, politically sensitive and often in the news. Our lawyers do a good deal of Bill work. In the current session they are involved in Bills dealing with trade unions, establishing both a Small Business Commissioner and the Institute for Apprenticeships and preparing the way for the sale of the Green Investment Bank. We are also preparing second session Bills. We are drafting statutory instruments to update copyright law

and to establish a register of persons with significant control of companies. Other major projects include advice on the EU-US free trade agreement and on state aid on sensitive matters.

Much of our work is EU based and involves negotiations in Brussels and subsequent domestic implementation. You will develop expertise in public and international law and human rights, and have the opportunity to work closely with senior officials and Ministers in developing government policy.

We have a flexible approach to resources and career development. You will be expected to focus initially on the work of one of the eight teams, although there is considerable cross team working. In due course, you will have the opportunity to focus on other areas, developing your experience and skills as a government lawyer. There is also considerable engagement with officials and lawyers in other government departments. BIS Legal Services has a strong training and development ethos and we are fully committed to flexible working.

THE PERSON SPECIFICATION

We are looking for intellectually capable, highly motivated and successful **lawyers with advisory experience** and powerful communication skills. 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:

Legal Professional Skills - Strong legal research ability and an ability to provide legally sound advice;

Making Effective Decisions – Excellent analytical skills and judgement. Being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice;

Collaborating and Partnering – creating and maintaining positive, professional and trusting working relationships with others. Working flexibly and effectively with clients and colleagues at all levels, within and across teams. Demonstrating self-awareness and the ability to use feedback to learn and develop;

Managing a Quality Service – being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. Delivering service while being resilient to work in a changing environment;

Delivering at Pace – An ability to assimilate new work quickly and to take on new projects at short notice. Focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes;

Motivational Fit – demonstrating how your aspirations match those of the department’s legal team and of the Government Legal Service.

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

Throughout the application process you will need to demonstrate strong written and oral communication skills with an ability to explain and provide clear and constructive advice on complex legal issues and confidence to take the initiative and engage in wider corporate activity. You will furthermore need to demonstrate a high level of competence in all of the above competency areas.

In addition, it would be **desirable** for applicants to have:

A working knowledge of EU law

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 **Thursday 2 June 2016** with a deadline for completion by **Midday on Tuesday 7 June 2016**.

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. Applicants qualified in a jurisdiction outside England and Wales will be subject to the rules of the professional bodies (where applicable). Barristers and Solicitors qualified in a jurisdiction outside of England and Wales will be required to complete the Bar Transfer Test or Qualified Lawyer Transfer Scheme within an agreed period of time (this is likely to be 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.

Academic

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) (e.g. where a lower degree classification is held, or, where applicants have (under the rules of the professional bodies) qualified as a Solicitor/Barrister/ Chartered Legal Executives without a degree)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 (i.e. DBS 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.

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: glsgualified@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 Cathie French on 020 7215 3395 or at

Cathie.French@bis.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.