



VACANCY NOTICE

GOVERNMENT LEGAL DEPARTMENT

TRANSACTIONAL EMPLOYMENT LAWYERS

AUGUST 2016

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HEADLINE INFORMATION

JOB TITLE:	Transactional Employment Lawyers.
DEPARTMENT:	Government Legal Department.
DIVISION:	Employment Group.
LOCATION:	London and Leeds.
CLOSING DATE & TIME	21 September 2016 12 pm (mid-day)
INTERVIEW DATES:	Late October 2016.
WORKING ARRANGEMENT:	Full time / Part time / Job share.
APPOINTMENT TERM:	Permanent.
NUMBER OF POSTS:	Circa 4.
SALARY:	London: £48,000 National: £46,560 Salary is dependent on PQE, skills and performance at interview. The salary figures shown above are for candidates with a minimum of three years PQE. Where successful candidates have less than three years they will be appointed as a Legal Officer (The Legal Officer rate is currently being finalised). 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 (London & Leeds)
DBS CHECK	Yes
GUARANTEED INTERVIEW SCHEME:	Yes
RESERVED/NON-RESERVED:	Non-reserved

WORK OF THE DEPARTMENT

The Government Legal Department (GLD) is the largest provider of legal services across government, working with over 180 government departments and agencies. From roads to rivers, and health to human rights, our work touches on most aspects of public life.

The department has more than 12 client-facing advisory teams who provide legal advice on the development, design and implementation of government policies and decisions, draft secondary legislation and work with Parliamentary Counsel on primary legislation. Our cross-cutting expert service groups for Litigation, Employment and Commercial Law provide specialist legal services to a wide range of government departments and public bodies.

We are a non-ministerial government department with more than 1,800 employees, around 1,300 of who are solicitors or barristers. The department is based primarily in London but has teams in Bristol, Manchester and Leeds.

As an organisation our vision is to be trusted by government to provide consistently excellent and value for money services so government departments want to come to us to meet their legal needs, to be known throughout the legal profession for the quality of our legal work, and to be the best employer for our people.

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. The Government is involved in many commercial transactions that require high quality legal employment 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).

THE RECRUITMENT PROCESS

Applicants successful at interview will be considered for a post in their preferred area, (London or Leeds). Those that have selected 'no preference' will be considered for posts in both London and Leeds. Those successful at interview but who are reserve candidates for a London post may be offered a post in Leeds if posts remain following the allocation of all Leeds applicants, and applicants that selected the 'no preference' option. Those successful at interview but who are reserve candidates for a Leeds post may be offered a post in London if posts remain following the allocation of all London applicants, and applicants that selected the 'no preference' option.

Critical Reasoning Test

We are serious about getting people with the right motivation and skills to be successful in our business. Candidates meeting the advertised minimum eligibility criteria will be asked to complete an online Critical Reasoning Test before selection for interview.

We will email those applicants who meet the advertised minimum eligibility criteria a link to the test after the closing date but before the interview. Applicants will have 5 days to complete the test – please ensure you check your email inboxes carefully including junk folders as we cannot guarantee receipt. If concerned please contact the GLS Recruitment Team for advice (see contact details below).

Interview

Interviews will take place in London. Travel costs will not be met by GLD.

If selected, on the day of the interview you will be asked to undertake a written exercise in addition to the traditional interview. We will allocate successful candidates to the most suitable vacancy available at the time of our offer, taking into account any preference you express in the application form and your performance at interview. We may hold a reserve list if the number of successful candidates after interview exceeds the number of available vacancies.

THE PERSON SPECIFICATION

We are looking for 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 Grade 7 level.

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

- 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 a commercial employment law context

Motivational Fit

We need to know how well our requirements and offerings match your aspirations.

Please outline how you feel you might contribute effectively to a role with the GLD.

We are looking for intellectually capable, highly motivated lawyers with powerful communication skills. You need to have good self-awareness and a commitment to using feedback to learn and develop as a professional.

Should you be successful in being invited to Interview with GLD, your performance in key competency areas will be tested. These are summarised below:

Setting Direction – Making effective decisions

- Make difficult decisions by pragmatically weighing up the complexities involved against the need to act
- Analyse and evaluate data from various sources to identify pros and cons and identify risks in order to make well considered decisions
- Identify the main issues in complex problems, clarify understanding or stakeholder expectations, to seek best option.

Engaging People – Collaborating and partnering

- Work as an effective team player, managing 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
- Demonstrate genuine care for others, is approachable and build a strong interpersonal relationships

Delivering results – Managing a quality service

- Exemplify positive customer service behaviours and promote a culture focused on ensuring customer needs are met Make clear, pragmatic and manageable plans for service delivery using programme and project management disciplines

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
- Maintain effective performance in difficult and challenging circumstances, encouraging others to do the same.

Engaging People – Building Capability for All

- Prioritise and role model continuous self learning and development, including leadership, management and people skills

For this GLD campaign, only 'Legal Professional Skills', 'Motivational Fit' and 'Communication' will be assessed at the application form/short-listing stage. Should you be successful in being invited to interview, your performance in key competency areas will be tested.

MINIMUM ELIGIBILITY CRITERIA

Academic

Applicants **should** have a minimum of a 2:1 honours 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 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)).

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 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.

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).

We also welcome applications from those who expect to qualify shortly.

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.

Some posts will require a higher level of security clearance in view of the sensitive nature of the work. You will be told if this applies to you. Details of HM Government vetting policy can be found here:

<https://www.gov.uk/government/publications/hmg-personnel-security-controls>

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: 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.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.

