

VACANCY NOTICE
HM REVENUE AND CUSTOMS
LAWYER
OCTOBER 2017

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HEADLINE INFORMATION

JOB TITLE:	Lawyer
DEPARTMENT:	HM Revenue & Customs
DIVISION:	Legal
LOCATION:	London and Manchester
CLOSING DATE & TIME	Wednesday 15 November 2017, Midday
INTERVIEW DATES:	8 – 19 January 2018
WORKING ARRANGEMENT:	Full time / Part time
APPOINTMENT TERM:	Permanent
NUMBER OF POSTS:	Various
SALARY RANGE:	Grade 7 Lawyer: £55,006 London; £48,868 Manchester (there is the possibility of higher starting salary up to a maximum of £57,151 in London and £50,780 in Manchester for strong candidates)
SALARY DETAILS:	Candidates with less than two years' PQE will be appointed as a Legal Officer on a salary of £42,000 London; £38,000 Manchester
TRAVEL REQUIRED:	Sometimes
CRB REQUIRED:	Yes
GUARANTEED INTERVIEW SCHEME:	Yes
RESERVED/NON-RESERVED	Non-reserved

VACANCY DESCRIPTION

HMRC Solicitor's Office and Legal Service (SOLS) is an integral part of HMRC, providing legal services for the whole Department. It is headed by the General Counsel and Solicitor, Gill Aitken. We advise on legal issues arising from HMRC's policy and operational work and conduct the Department's litigation. SOLS is made up of around 1,200 people who include lawyers, tax professionals, advocates, paralegals and support teams. Our legal work is high quality and covers a broad range of different areas of law.

We provide advice on the interpretation and application of legislation and guidance on the full range of HMRC work including advising Treasury ministers on tax law. We work closely with Treasury and HMRC colleagues in developing policy and on proposals for the Budget. We also implement policy through primary and secondary legislation, principally the annual Finance Bill and in relation to the UK's exit from the EU. HMRC lawyers produce the highest volume of secondary legislation in the Government Legal Service.

We conduct litigation in the most significant and valuable cases for HMRC. Our caseload regularly takes us to the higher UK Courts and the European Courts. We have had Lexcel accreditation since 2009.

Our lawyers work in specialist teams handling specific areas of work. Each team tends to focus on either policy and operational advisory work or litigation. An HMRC lawyer can expect to move teams every few years to build up a wealth of skills and experience. Specific work areas include:

- Business Tax
- Personal Tax and National Insurance
- Property Taxes
- Customs, Excise and Environmental Taxes
- Information Law
- Criminal Law Advice
- Tax Enforcement and Individual and Corporate Insolvency
- Direct Tax Litigation
- VAT and Excise
- Benefits and Credits
- Rating and Valuation
- Commercial Law
- Withdrawal from the EU.

We have vacancies for lawyers to undertake both policy and operational advisory work (which includes drafting legislation) and litigation work.

Applications are welcomed from qualified lawyers irrespective of post qualification experience.

We are looking for bright, enthusiastic and ambitious lawyers, with a commitment to delivery for HMRC.

WORK OF THE DEPARTMENT

Over the next 10 years HMRC will be reducing the number of its offices and will be located in Regional Centres – currently planned to be located in Glasgow, Edinburgh, Belfast, Newcastle, Leeds, Liverpool, Manchester, Nottingham, Birmingham, Bristol, Cardiff, Croydon and Stratford. There will also be a small number of offices where we will retain some specialist roles in Dover, Worthing, Gartcosh (near Glasgow), Ipswich and Telford, as well as our headquarters in central London. If you are recruited into an office that is not currently based in one of these locations, you will be expected to move to one in the future. Current plans are for our lawyers based in London to move to Stratford.

PERSON SPECIFICATION

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

- Legal Professional Skills, including the following essential requirements:
 - Understands the main features of public law
 - Has reliable legal judgement and appreciates legal risk
 - Produces sound analysis, using secure legal research.
- Making Effective Decisions
- Collaborating and Partnering
- Managing a Quality Service for Clients
- Delivering at Pace
- Motivational Fit (including a flexibility and readiness to work in a variety of areas over time).

The application form asks for evidence of some of these competencies and when completing your application you will be asked to provide written examples of where you have demonstrated these.

You are not asked to provide evidence of all the competencies in the application form. All competencies will be tested at interview.

CRITICAL REASONING TEST

As part of the recruitment process you will be invited to complete the Critical Reasoning Test (CRT). If you obtain the pass mark in the CRT and are amongst the highest scoring candidates, you will be invited to the next stage. Guaranteed Interview Scheme candidates who reach the minimum standard will be invited to the next stage.

Applicants who are invited to complete the online test will only be able to do so during the period 16 November and 21 November 2017. Failure to complete and submit the online test before the closing date will result in your application being withdrawn.

Please note that the pass mark is set separately for each recruitment campaign.

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 one of HMRC Solicitor's Office teams please contact:

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

MINIMUM ELIGIBILITY CRITERIA

Professional Qualifications

Applicants must be (or be about to become) qualified to practise as a Solicitor, Barrister or Chartered Legal Executive in England and Wales. Lawyers must have completed a training contract/pupillage, or have been exempted from this by the Law Society or the Bar Council. Applicants qualified in a jurisdiction outside England and Wales will be subject to the rules of the professional bodies which may require those wishing to practise as a lawyer in England & Wales to undertake the Qualified Lawyers' Transfer Scheme (QLTS).

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

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 but only where satisfactory evidence of equivalent high level academic and/or professional achievement can be provided.

Chartered Legal Executives (i.e. Fellows) should note that the GLS is willing to accept an overall average score of 65% across exams taken 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

As SOLS is part of the wider Civil Service, 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

HMRC has 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); 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.



COMPLAINTS PROCEDURE

HMRC 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 either by telephone on 03000 589 357 or by email 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.