



Government  
Legal Department

Lawyer, Wales Office

## **Table of Contents**

Background to the Government Legal Department.....	3
Vacancy Description.....	4
Terms, Conditions and Benefits.....	5
Recruitment Process.....	7

## **Background to Government Legal Department**

### **The Organisation**

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

The department has more than 14 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 2,300 employees, around 1,800 of who are solicitors or barristers. The department is based primarily in London but has teams in other locations including Bristol 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.

### **The Division**

Cabinet Office Legal Advisers advises all parts of the Cabinet Office. Following an organisational change, which took effect in October 2013, the division is also home to the team that advises the Wales Office.

The Wales Office is a ministerial department and a part of the Cabinet Office's UK Governance Group, with offices in both London and Cardiff. The main priorities of the Wales Office include the delivery and implementation of the Wales Bill, establishing the new reserved powers devolution framework for Wales, and ensuring that the interests of Wales are properly represented as the UK exits the EU.

The Wales Office and Information Law team is a small team, currently made up of six lawyers. The team advises not only the Wales Office, but also across government on the interaction of proposed legislation of UK Government departments with the devolution settlement in Wales and on proposals for legislation in the National Assembly for Wales. The team also advises the UK Statistics Authority, in relation to all its statutory functions, including the carrying out of the census, and the Cabinet Office's FOI clearing centre and is the GLD's Centre of Excellence for FOI. The team deals with novel, wide ranging and high profile legal and policy challenges, engaging interests across Whitehall.

## Vacancy Description

<b>Job Title</b>	Grade 7 Lawyer
<b>Vacancy Reference</b>	CS Jobs: 1572712
<b>Location</b>	Cardiff
<b>Salary</b>	Grade 7- £47,025, Legal Officer- £42,420
<b>Vacancy Description</b>	<p>This post is Cardiff based and one of only two posts based there. As such, the post-holder will be a key member of this small team of lawyers, in large part providing the face of the team with colleagues in Cardiff, the Welsh Government and the National Assembly for Wales. Working with senior officials and Ministers can be expected and a high level of proactive engagement with policy and legal teams across governments is likely to be required. Some travel to London will be necessary.</p> <p>The post-holder is likely to be involved with all aspects of the team's work, relating to</p> <ul style="list-style-type: none"><li>• implementation of the Wales Act 2017</li><li>• EU exit and its impact in relation to Wales and the Welsh devolution settlement</li><li>• advice on legislative and executive competence</li><li>• provision of devolution training across government</li><li>• advise on the UKSA's functions and the census 2021.</li></ul>

## Recruitment Process

<b>How to Apply</b>	<p>Applicants must apply online via CS Jobs, hard copy applications will only be accepted in exceptional circumstances:</p> <p><a href="http://www.civilservice.gov.uk/jobs">www.civilservice.gov.uk/jobs</a></p>
<b>Overview of the Process</b>	<p>Applicants will complete a short application form which will request basic information.</p> <p>On completion of this form, applicants will be invited to undertake the Verbal Reasoning Test (VRT) and Civil Service Judgement Test (CSJT).</p>

The VRT measures the ability to critically evaluate complex, written information. The CSJT measures judgement and decision making ability.

On completing the test you will be told whether you have passed or failed.

Those who have passed the test will be invited to complete a personal statement (up to 1200 words), demonstrating how you meet the criteria highlighted - Legal Professional Skills, Motivational Fit. Your communication skills will be assessed throughout the application.

Personal statements will be sifted by a GLD panel.

If selected, on the day of the interview you will be asked to undertake a written exercise in addition to a traditional interview

### **Essential Criteria;**

We are looking for a highly motivated lawyer. You will 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

### **Legal Professional Skills:**

- Sound understanding of public law.
- Reliable legal judgement and appreciation of legal risk.
- The ability to think strategically and creatively, see legal issues in their wider context and advise accordingly.
- Sound analysis, using secure legal research to produce timely and fit for purpose advice.
- The ability to communicate advice effectively both in writing and orally. Good understanding of the role of lawyers in government.
- Knowledge of the devolution settlement in Wales is desirable but not essential.

### **Motivational Fit**

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

Please outline why you are motivated to join the Government Legal Department and how you feel you might contribute effectively to a role with the GLD.

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

**Legal professional skills – as above**

**Motivational Fit – as above**

**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
- 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.

## Minimum Eligibility Criteria

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 the key competency areas will be tested.

We may hold a reserve list if the number of successful candidates after interview exceeds the number of available vacancies.

Detailed feedback will not be given following the test or sift, however sift scores will be available on CS Jobs.

### 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

The recruiting department has specified this as: 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 24 months of appointment. GLD does not currently meet the cost.

*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.

**Arrangements for Interview**

Interviews are expected to take place in mid- March.

Please note if you cannot attend the interview date, we may not be able to provide you with an alternative date.

If you need a reasonable adjustment(s) at interview please let us know as soon as you apply.

**Candidates with Disabilities**

**Guaranteed Interview Scheme**

As part of GLD's commitment to equality, all disabled applicants covered by the Equality Act 2010 who meet the essential criteria of the person specification will be guaranteed an interview.

**Equality**

GLD supports the Civil Service vision of being recognised as the UK's most inclusive employer, by setting stretching diversity and equality objectives for our organisation.

GLD is an employer which promotes equality and aims to reflect the diversity of the society in which we live. It is committed to maximising the skills and potential of all its staff. We welcome applications from all suitably qualified persons irrespective of disability, race, colour, nationality, ethnic or national origins, gender, age, sexual orientation, gender reassignment, marital status or religion/belief.

**Closing Date**

The closing date for submitting the short application form is **Monday 26<sup>th</sup> February**, and the deadline for completing the VRT and CRT is **Wednesday 28<sup>th</sup> February**.

If you successfully complete the test, you will be given until **1<sup>st</sup> March** to



<b>Contact</b>	submit a complete application outlining the above criteria.
	<p>If you wish to discuss aspects in relation to eligibility; prospective interview dates etc. please contact the following person before submitting your application:</p> <p>Name: Jessica Dunn  Telephone: 020 7210 6189  Email: <a href="mailto:jessica.dunn@governmentlegal.gov.uk">jessica.dunn@governmentlegal.gov.uk</a></p> <p>If you wish to find out more information about the vacancy, please contact:</p> <p>Name: Stephanie Evans  Telephone: 029 2092 4215  Email: <a href="mailto:stephanie.evans@cabinetoffice.gov.uk">stephanie.evans@cabinetoffice.gov.uk</a></p>

## Terms, Conditions and Benefits

The information offered in this document is supplied in good faith but does not in itself form any part of the contract of employment

<b>Appointment Term</b>	Successful candidates will be appointed to GLD on a permanent basis on GLD's terms and conditions.
<b>Salary</b>	<p>The position on offer is at Grade 7 with a starting salary of £47,025 (National), but appointments to Legal Officer will be made where successful candidates have less than three years post qualification experience. The legal officer salary is £42,420. Candidates appointed as a Legal Officer will re-grade to Grade 7 when they reach one year's service or three years PQE which ever comes sooner (subject to satisfactory performance).</p> <p>Please note salary is non-negotiable.</p> <p>If you are new to the Civil Service you will start on the minimum of the Grade 7 national pay scale, £42,420.</p> <p>Existing civil servants at Grade 7 level on level transfer will retain their current basic salary if it is within the GLD pay range. If your salary is higher than GLD maxima, £58,000, you will be placed on the maxima of the pay range and receive the difference as a mark-time allowance, if agreed by HR.</p> <p>Where your salary is below GLD's Grade 7 minima you will be raised to the minima of the pay range, £42,420. Any other allowances will not be retained on moving to GLD. If this results in your salary exceeding the pay range maxima, you will retain the difference on a mark-time basis.</p> <p>On promotion there will be an increase of 10% to your current basic salary,</p>

	<p>or move to the pay range minima, whichever is the highest.</p> <p>We operate London and National pay scales. If you voluntarily move locations your salary will be revised to reflect pay for the location.</p> <p>Any other allowances will not be retained on promotion.</p>
<b>Location</b>	<p>Cardiff, Wales</p> <p>Excess fares, travel costs or relocation costs will not be paid.</p>
<b>Nationality</b>	<p>The GLD 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:</p> <ul style="list-style-type: none"> <li>• UK Nationals (and British Protected Persons);</li> <li>• Commonwealth citizens and nationals of the European Economic Area (EEA);</li> <li>• Individuals with dual nationality where one part is British; and</li> <li>• Certain family members of EEA, Swiss and Turkish nationals (as set out in the Civil Service nationality rules).</li> </ul> <p>Full details of the Civil Service nationality requirements may be found at <a href="#">Civil Service website</a>.</p> <p>Please note that it is possible to meet the above nationality requirements and still not be legally entitled to work in the UK. The <a href="#">UK Border Agency</a> operates a points-based immigration policy which applies to the migrants from outside the European Economic Area, Switzerland and Turkey.</p> <p>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.</p> <p>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.</p>
<b>Security Clearance</b>	<p>Before the appointment of successful candidates can be confirmed, GLD will undertake background security checks (BPSS). As part of this, we will need to confirm your identity, employment history over the past three years (or course details if you were in education), nationality and immigration status, and criminal record (unspent convictions only).</p>

	<p>Successful candidates will also be required to be cleared to CTC (Counter Terrorist Check) level.</p>
<p><b>Reserved for UK Nationals</b></p>	<p>Certain posts, notably those concerned with security and intelligence might be reserved for British citizens, but this will not normally prevent access to a wide range of developmental opportunities within the Civil Service.</p> <p>This is not a reserved post.</p>
<p><b>Working Hours and Leave Allowance</b></p>	<p>You will normally be expected to work a 5-day week of 36 or 37 hours (excluding lunch breaks); 36 hours if you joined the Civil Service before 1 July 2013 or 37 hours if you joined the Civil Service after on or after 1 July 2013 or are on modernised terms and conditions.</p> <p>GLD is committed to flexible working, but business needs for some roles may limit the scope for particular working patterns. You are encouraged to contact the relevant manager to discuss the position for specific roles.</p> <p>The annual leave allowance for those who joined the Civil Service before 1<sup>st</sup> July 2013 is 26.5 days per annum, and then to 31.5 days after 5 years' service, plus 9 public and privilege days.</p> <p>For those who joined the Civil Service on or after 1st July 2013, or those on modernised terms and conditions, the annual leave allowance is 25 days rising to 30 days, plus 9 public and privilege days.</p>
<p><b>Civil Service Code</b></p>	<p>All Civil Servants are subject to the provisions of the Civil Service Code that details the Civil Service values, standards of behaviour and rights and responsibilities. For further information visit Gov.UK</p>
<p><b>Complaints Procedure</b></p>	<p>GLD's 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: <a href="http://civilservicecommission.independent.gov.uk">http://civilservicecommission.independent.gov.uk</a></p> <p>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 <a href="mailto:caroline.anerville@governmentlegal.gov.uk">caroline.anerville@governmentlegal.gov.uk</a> in the first instance. If you are not satisfied with the response you receive from the Department, you can contact the Civil Service Commission.</p>