



Civil Service HR
Government
Recruitment Service



Government
Legal Department

Deputy Directors in Commercial Law Group Government Legal Department

SCS Pay Band 1

Reference: SDM/66974

Closing date: 9am Monday 6 August 2018

Candidate Information Pack



Move your mouse pointer over the buttons below and click for more information.

Thank you for your **interest** in these roles at the **Commercial Law Group**

Wendy Hardaker
Commercial Law Director



Thank you for your interest in these Deputy Director roles in the Commercial Law Group in the Government Legal Department.

I created the Commercial Law Group 4 years ago and we have come a long way since then – expanding the Group from 80 to 150 staff and building a full commercial service offer for central Government and a fulfilling and rewarding career offer for our staff.

This is an exciting time to be a commercial lawyer in Government – the demand for good commercial lawyers who can work within the complexities of Central Government continues to increase and my Group are often involved in the delivery of the most important and complex of Government policies, projects and programmes such as Court Reform, the NHS Supply Chain Programme, the creation of the Thames Tideway Tunnel, the Commonwealth Games 2022 and the establishment of the Work and Health Programme. We also get involved in a range of other commercial matters including the Government’s response to the Carillion collapse, various commercial litigation cases often dealing with new and novel issues of commercial and procurement law and preparations for day one readiness following the UK’s exit from the European Union. As you can see the work is wide-ranging and exciting, often attracting considerable media interest and requiring interaction with senior stake-holders including Ministers, Permanent Secretaries and Chief Executives across Government.

Given this I am looking for strong leaders to come and join my Senior Management Team. In your role as one of my Deputy Directors you will be jointly responsible for one of 7 legal teams in the Commercial Law Group – these teams deal with a fascinating range of extraordinary commercial legal work and are based in a variety of locations within London, Leeds and Manchester.

“Thank you for
your **interest** in
these roles at the
**Commercial
Law Group**”

Wendy Hardaker
Commercial Law Director



You will also play a key role in my Senior Management Team as we further develop and improve both our service offer to clients and our career offer for our staff.

These roles are unique opportunities to become closely involved with the work of Government Departments. Leading a team of lawyers with backgrounds ranging from Government, private practice to the wider public sector, you will develop a highly influential role in your client Department's commercial work and play a hands on role in many of its most interesting and important projects as well as its longer term strategy.

If you have the skills, energy, enthusiasm and commitment to make a success of this unique opportunity I would be delighted to receive your application. I can offer you an exciting professional opportunity in a warm and welcoming organisation.

Background to the Department

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 Manchester, 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.

GLD offers a truly supportive environment for all its staff. It provides a comprehensive training programme for new joiners and experienced GLD lawyers alike. We support a variety of working patterns (subject to business requirements) which include working from home, compressed hours, part-time and other alternative working patterns. There is a generous annual leave allowance of 25 days per year that increases to 30 days after 5 years' service. The majority of staff joining GLD are also eligible for the civil service pension arrangements, a generous defined-benefits scheme with employer contributions.

Background to the Department

THE COMMERCIAL LAW GROUP (CLGp)

The Group consists of approximately 120 lawyers mainly providing non-contentious commercial legal services to a range of Government Departments. One team provides Commercial Litigation and Dispute Resolution services. Teams are currently located in central London (Whitehall/Westminster/Holborn), Leeds and Manchester, with many based in the main government buildings for their client departments. The Group currently provides advice to:

- Home Office;
- Cabinet Office;
- Crown Commercial Service;
- Department for Education;
- Department for Environment, Food and Rural Affairs;
- Department for Work and Pensions;
- Department for International Trade
- Department for International Development

- Government Digital Service
- Ministry of Justice; and
- Department of Health and Social Care.

CLGp is now embarking on the Next Chapter of its development to provide a sustainable and stable commercial legal service for Government delivering value, quality and consistency to our clients and a fulfilling career for our staff. CLGp is increasing its senior capability by introducing a number of new senior leadership roles for commercial lawyers.

Background to the Department

THE POSTS

Reporting to one of the two Deputy Commercial Law Directors, the successful candidates will jointly lead one of the following teams (either co-located with clients or in GLD buildings):-

Central (2 posts in London or Leeds) – this team provides support to a range of smaller Departments including the **Cabinet Office**, **Crown Commercial Service**, **Business, Energy & Industrial Strategy**, **Department for International Trade**, **Department for International Development**, **Government Digital Service** and **Department for Digital, Culture, Media & Sport**. The majority of the team is based in London. Recent work of the team has included advising on the coordination and implementation of contingency plans flowing from the insolvency of Carillion plc and the delivery of the 2022 Commonwealth Games.

Department of Health and Social Care (1 post in Leeds) – the team is based in London and Leeds. Recent work of the team has included advising on the disaggregation of the single supplier NHS supply chain contract and the re-procurement of goods and services via a network of multi-supplier contracts (with the aim of saving the NHS £2.4b over 5 years).

Department for the Environment, Food and Rural Affairs/Department for Education (1 post in London) – the team is based in London. Recent work of the team has included advising on the Department's commercial preparations for the UK's exit from the EU.

Ministry of Justice (1 post in London) - this team also provides support to the Legal Aid Agency, Her Majesty's Courts and Tribunals Service and Her Majesty's Prison Service and is based in London and Leeds. Recent work of the team has included advising on the delivery of the ambitious Prison Reform Programme intended to transform prisons, so they become places of rehabilitation.

Department for Work and Pensions (1 post in Manchester) – this is the biggest CLGp team and is based in London, Leeds and Manchester. Recent work of the team has included advising on the wholesale transformation of the DWP estate and the way in which it is managed (involving renegotiation of approx. 800 leases, 15 concurrent procurements, exit of a complex long running PFI contract and a number of high value, high profile and complex associated negotiations and agreements).

Background to the Department

All teams provide a full commercial legal service to their client Departments – from procurement to commercial contract management, state aid to setting up corporate vehicles and joint ventures. Successful candidates will be expected to oversee all aspects of the work of the team as well as providing a personal input on the most complex, high value and sensitive matters. They will also share in the leadership of CLGp as part of the wider Senior Leadership team and will be expected to play an active part in leading and managing the Group.

These are senior leadership roles and are being offered at Deputy Director level (Senior Civil Service Pay Band 1) and candidates will be expected to demonstrate significant leadership ability. The roles broadly equate with that of junior/salaried partner and a similar level of experience will be required.

Job Title

Deputy Directors in Commercial Law Group

Vacancy reference

SDM/66974

Salary

External candidates can expect remuneration of up to £98,0000, subject to an assessment of skills and experience.

Existing Civil Servants will be appointed in line with the normal Civil Service pay rules.

Report to

Justinia Lewis or Paul Wright, Deputy Commercial Law Directors

Vacancy Description

Role Purpose**Key responsibilities include:**

- ensuring that legal advice of the highest quality is provided to Client Departmental ministers and officials, providing that advice personally where required;
- sustaining an environment in which legal analysis is properly integrated into the decision making and organisational culture of client Departments;
- providing visible and effective leadership of the Team and Group, assessing and managing demand for legal work, planning and negotiating budgets and resources to meet legal needs;
- engaging staff and leading change to develop a flexible, confident, innovative and efficient team;
- developing the skills and capability of the people under your direction;
- contributing to the wider leadership of GLD in delivering consistent and excellent value-for-money commercial legal services to government.

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Person Specification

Candidates must provide evidence of the following skills and expertise in their application. These responses will be further developed and discussed with those candidates invited for interview.

Essential:**Legal Professional Skills**

- Demonstrable ability in advising on complex commercial projects and contracts. Experience may have been gained in dealing with transactional work (including public procurement), corporate, finance (including PFI) etc.
- The ability to think creatively and give authoritative, risk-based, legal advice that facilitates practical solutions.
- An understanding of the interface with the private sector (including private sector lawyers) in securing efficient and value for money outcomes
- The ability to pick up new areas of work quickly, to oversee the work of other lawyers in the team, ensuring quality of legal advice, and providing support and challenge as necessary.

- A Solicitor, Barrister or Chartered Legal Executive* qualified in England and Wales, able to achieve instant credibility with Ministers and Commercial Directors.

Business delivery skills

- The capability to lead a large legal team, managing legal risk, maintaining and enhancing the legal professionalism of the team and commanding the confidence of senior stakeholders, internal and external.
- The ability to balance workloads and resources across a team, with a commitment to improving service delivery and value for money.

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Person Specification

People and capability skills

- The communication and management skills to lead and motivate staff at a time of growing work pressures, championing talent management and development, building a strong culture of continuous learning and improving staff engagement.
- A commitment to diversity and inclusion in the workplace.

Corporate leadership skills

- The ability to work collaboratively with senior peers in leading the CLGp and GLD, delivering change projects and driving an organisational culture of professional excellence and continuous improvement.

Desirable:

- Work is often cutting edge and at the intersection of commercial law with public law, so experience of public procurement law and public law is desirable but not essential (training will be available if required)

* 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 and 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 GLD 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).

Recruitment Process

How to apply

- A **CV** setting out your career history, with responsibilities and achievements;
- A **statement of suitability** (no more than two A4 sides) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role. Please note that the statement of suitability is an important part of your application and is as much the means by which you will be assessed as your CV;
- An indication of which location(s) (London, Leeds or Manchester) you wish to apply for;
- A link to a confidential **Diversity Monitoring Form** will be sent to you after your application for completion. All monitoring data will be treated in the strictest confidence and will not affect your application in any way. The completion of the Diversity Monitoring Form is **mandatory** but includes the option 'prefer not to say'.
- A completed Guaranteed Interview Scheme Form if applying under this scheme. A copy can be found at www.odgers.com/66974

The closing date is: **9 am Monday 6 August 2018**

To apply online (preferred) please visit: www.odgers.com/66974

Alternatively, applications should be emailed to: 66974@odgersberndtson.com.

All submissions sent to the above email address will receive an automated response. In the event that you do not receive confirmation of receipt when submitting your application please contact us on ollie.minto@odgersberndtson.com

If you are unable to apply online, please post applications to:

Legal & Professional Services Practice SDM/66974
Odgers Berndtson
20 Cannon Street
London EC4M 6XD

Further Information:

Should you wish to have an informal discussion about the role, please contact Rhys Keating or Amber Cunningham at Odgers Berndtson:

rhys.keating@odgersberndtson.com

amber.cunningham@odgersberndtson.com.

Recruitment Process

Civil Service Commission's Recruitment Principles

Selection for appointment to the Civil Service is on merit, on the basis of fair and open competition, as outlined in the Civil Service Commission's [Recruitment Principles](#).

Overview of the Process

Odgers Berndtson will acknowledge your application and advise you of the outcome of the sift meeting.

Applications will be sifted to select those demonstrating the best fit with the post. The final short list candidates will undergo a series of tests before sitting a final panel interview.

Shortlisted candidates will have the opportunity to meet with members of the business prior to the final selection panel interview to learn more about the role and the organisation. You will be given further details about this after the shortlist meeting.

The location for the final selection panel interview is to be confirmed. You will be advised of the format in advance.

Where possible Odgers Berndtson will provide feedback.

Arrangements for interview

Expenses incurred by candidates during the recruitment process will not be reimbursed by the Department except in exceptional circumstances and only when agreed in advance.

If candidates are required to prepare a presentation for their interview, they will normally be given at least one week's notice of the subject.

Assessments

Candidates invited for interview will be asked to undergo two discrete assessments designed to identify key behavioural strengths as well as any associated areas for development. This is to support the selection panel's decision making.

The first assessment consists of a number of personality questionnaires and a subsequent discussion with an assessor. Candidates will need to be flexible about setting aside time in their diary to do this. Those undertaking the assessment will be provided with full details beforehand. The assessment explores applicant career motivations, levels of resilience, strengths in building relationships and how influential they are, how they lead and manage, how they manage change and complexity as well as understanding the applicant's key values, attitudes and behaviours*.

Recruitment Process

The second assessment consists of a structured exercise during which shortlisted candidates will be asked to deliver a presentation and subsequently facilitate a discussion with a selection of staff from the vacancy department. The exercise is observed by an Occupational Psychologist. The experience is designed as an opportunity for candidates to demonstrate their ability to engage staff in a meaningful way. It also provides an opportunity for candidates to gain an insight into the culture and values of the hiring Department.

Neither assessment leads to a pass or fail decision; rather, they are intended to highlight areas of strength and possible concerns which the panel can probe at interview.

* Where an individual has been assessed and applies for another SCS post at the same pay band within a two-year period, it is our policy to reuse the original psychometric report. If there is a compelling reason why your personality and leadership approach would have altered within this timeframe, the vacancy holder may agree to the preparation of a new report.

Reserve Lists

If we receive applications from more suitable candidates than we have vacancies for at this time, we may hold suitable applicants on a reserve list for 12 months, and future vacancies in the Civil Service requiring the same skills and experience could be offered to candidates on the reserve list without a new competition.

Closing Date

The deadline for applications is 9am Monday 6th August.

Alternative Formats

If you wish to receive a hard copy of the information, or in an alternative format e.g. Audio, Braille or large font then please contact: ollie.minto@odgersberndtson.com

If you cannot apply online, please post applications to:

Legal Practice SDM/66974
Odgers Berndtson
20 Cannon Street
London, EC4M 6XD

Indicative Timeline

Please note that these dates are only indicative at this stage and could be subject to change. If you are unable to meet these timeframes, please let us know in your application letter.

Interview locations to be confirmed. Candidates are asked to note the above timetable, exercising flexibility through the recruitment and selection process.

The anticipated timetable is as follows:

| | |
|---|---|
| Advert Goes Live | Thursday 5th July 2018 |
| Advert Closing Date | 9am Monday 6th August 2018 |
| Long List Meeting | w/c 6th August 2018 |
| Preliminary interviews with Odgers Berndtson | w/c 13th August – 14th September 2018 |
| Short List Meeting | w/c 17th September 2018 |
| Fireside Chats | Tuesday 25th September – 26th October 2018 |
| Assessments | Tuesday 25th September – 26th October 2018 |
| Final Interviews Panels | w/c 29th October & w/c 5th November |

Terms, Conditions and Benefits

Appointment Term

Permanent

Location

London, Leeds and Manchester. Some travel may be required.

Relocation costs will not be reimbursed.

Working Arrangements

This role is available for full-time, part-time or flexible working arrangements (including job share arrangements)

Salary Range

The post is at SCS1 level. External candidates can expect a salary on appointment of up to £98,000.00

Existing Civil Servants will be appointed in line with normal Civil Service pay rules.

Staff applying on promotion will usually be appointed to the salary minimum or within 10% of existing salary. Individuals appointed on level transfer will retain their existing salary.

Annual pay and bonus awards are made in line with current SCS performance-related pay arrangements.

Pension

Your pension is a valuable part of your total reward package where:

- the employer makes a significant contribution to the cost of your pension;
- your contributions come out of your salary before any tax is taken. This means, if you pay tax, your take-home pay will not be reduced by the full amount of your contribution; and
- your pension will continue to provide valuable benefits for you and your family if you are too ill to continue to work or die before you retire.

For more information, visit

www.civilservice.gov.uk/pensions.

Leave Allowance

Full time new entrants to the Civil Service and those Civil Servants on modernised terms and conditions will be entitled to 25 days leave increasing on a sliding scale to 30 days after 5 years' service.

In addition to this you are entitled to 8 public/bank holidays plus an additional day for the Queen's Birthday. The allowance is pro-rated for part-time staff.

Terms, Conditions and Benefits

With competitive maternity, paternity and parental leave we also recognise the importance of a good work-life balance and offer flexible working and a family friendly approach to work.

Training and Development

The Department offers engaging jobs in work that really matters; jobs which have a direct impact on the quality of public services. Roles can offer great job satisfaction and there are many opportunities to develop and progress both within the Department and across the wider Civil Service.

To create a more skilled and unified organisation to transform services, the Civil Service is developing 10 specialist areas of expertise.

www.gov.uk/government/publications/functional-model-for-more-efficient-and-effective-government

These cross-government functions provide professional services and support to departments and supplement the 25 recognised professions within the Civil Service and who are there to support your own professional development.

www.gov.uk/government/organisations/civil-service/about/recruitment

We are committed to investing in our staff and offer a range of work based training and qualifications, coaching and mentoring

opportunities and a guaranteed five days of learning a year.

Other Benefits

- Childcare - the Department recognises that many staff balance working lives with the demands of a family life and offers support with childcare and holiday play schemes costs by providing childcare vouchers for staff who meet the eligibility criteria.
- Interest-free season ticket and bicycle loans.
- Some sites also offer onsite facilities including fitness centres and staff canteens.

Modernised Terms and Conditions

Civil Servants taking up appointment on promotion will adopt the modernised Civil Service terms and conditions which came in to effect from 1 July 2013. Existing Civil Servants appointed on level transfer will retain their existing terms and conditions.

Eligibility

The post is advertised to suitably qualified people in the external market, and to existing Civil Servants and those in accredited Non Departmental Public Bodies.

Terms, Conditions and Benefits

Nationality

To be eligible for employment you must be a national from the following countries:

The United Kingdom

The Republic of Ireland

The Commonwealth*

A European Economic Area (EEA) Member State

Switzerland

Turkey

Certain family members of EEA, Switzerland and Turkish nationals are also eligible to apply regardless of their nationality.

(*Commonwealth citizens not yet in the UK, who have no right of abode in the UK and who do not have leave to enter the UK are ineligible to apply.)

For further information on whether you are eligible to apply, please visit www.gov.uk.

Security Clearance

Before the appointment of the successful candidate can be confirmed, the Department will undertake background security checks. 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).

In some departments, successful candidates may be required to hold or obtain security clearance to SC level before taking up post.

Reserved for UK Nationals

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.

This is not a reserved post.

Terms, Conditions and Benefits

Conflicts of Interest

Candidates must note the requirement to declare any interests they may have that might cause questions to be raised about their approach to the business of the Department. They are required to declare any relevant business interests, shareholdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners.

The successful candidate will be required to give up any conflicting interests and his/her other business and financial interests may be published.

If you believe you may have a conflict of interest, please contact Odgers before submitting your application.

Equality and Diversity

The Department is committed to being an equal opportunities employer. We value and welcome diversity. We aim to develop all our staff to enable them to make a full contribution to meeting the Department's objectives, and to fulfil their own potential on merit. We will not tolerate harassment or other unfair discrimination on grounds of sex, marital status, race, colour, nationality, ethnic origin, disability, age, religion or sexual orientation. We will promote and support the use of a range of flexible working patterns to enable

staff to balance home and work responsibilities; and we will treat people fairly irrespective of their working arrangements.

Under the terms of the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify in your application. We will also consider any reasonable adjustments under the terms of the Act to enable any applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Government Legal Department is a member of the 'Disability Confident Scheme', showing it is an employer which has a positive attitude towards applications from disabled people. The Department also offers a Guaranteed Interview Scheme (GIS) for all disabled applicants. We are committed to interviewing all applicants with a disability who provide evidence of meeting the minimum requirements necessary for the post, as set out in this applicant pack.

To be eligible, your disability must be within the definition laid down in the Equality Act 2010. A disabled person is defined by the Equality Act 2010 as someone who has a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities. For the purposes of this policy, these words have the following meanings:

Terms, Conditions and Benefits

- 'substantial' means more than minor or trivial
- 'long-term' means that the effect of the impairment has lasted, or is likely to last, 12 months (there are special rules covering recurring or fluctuating conditions)
- 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping.

Should you consider yourself eligible to apply for this post under the GIS, please complete the form at www.odgers.com/66974.

Civil Service Code

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.

Data Protection

This recruitment is being ran on behalf of the Government Recruitment Service. To find out more about how the Civil Service will use your personal data, and your rights, [please see this notice](#).

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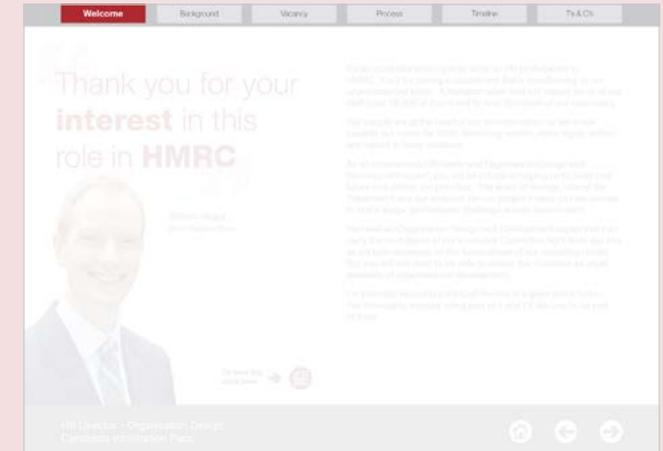
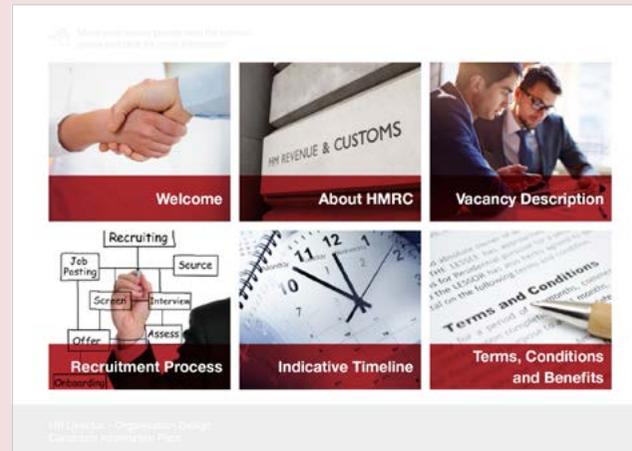
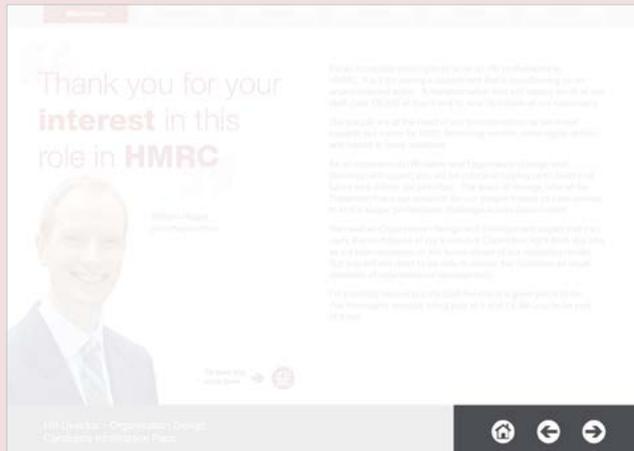
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Welcome, Process, Ts & Cs

A print ready version is available. Press ESC to exit full screen mode (desktop). Open the 'attachments' panel displayed with the  (paperclip) icon, whether you are using a desktop, tablet or mobile device



To navigate through the document, you can use the following buttons:

- at the bottom of the screen - forwards, backwards, home
- the interactive contents page, or
- the menu bar at the top of the screen that also acts as a crumb trail so that you know what section you are in





Civil Service HR
Government
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Contact details

If you have any questions about applying for this role please contact:

amber.cunningham@odgersberndtson.com

Please include the **vacancy reference number** and **job title** in the subject line.