

GOVERNMENT LEGAL DEPARTMENT GRADE 7 EMPLOYMENT LAWYERS (LEEDS)

HEADLINE INFORMATION

JOB TITLE: Grade 7 Lawyer
REFERENCE: 1600116
DEPARTMENT: Government Legal Department
DIVISION: Employment Group

GLD is currently recruiting for up to 4 Grade 7 Lawyers to work in the Employment Group.

LOCATION: Leeds
CLOSING DATE & TIME **Monday 8 October 12 pm (mid-day)**
INTERVIEW DATES: Late October/Early November
WORKING ARRANGEMENT: Full time / Part time / Job share

GLD is committed to flexible working, but business needs for some roles may limit the scope for particular working patterns. For those working full-time, you will be expected to work a five-day week of 37 hours (excluding lunch breaks). Applications from those wanting to work as a job share will be considered.

The annual leave allowance is 25 days, and then 30 days after 5 years' total service.

APPOINTMENT TERM: Permanent
NUMBER OF POSTS: Up to 4
SALARY: £47,025 – Grade 7
£42,420 – Legal Officer

If you are new to the Civil Service you will start on the minimum of the Grade 7 national pay scale, existing Grade 7s on level transfer will be transferred onto the Grade 7 National pay range. If your salary is higher than GLD National maxima you will be placed on the National maxima of the pay range. You will not receive the difference as a mark-time allowance, if agreed by HR.

Where your salary is below GLD's Grade 7 minima you will be raised to the minima of the Grade 7 National pay range, £47,025. Any other allowances will not be retained on moving to GLD. If on promotion there will be an increase of 10% to your current basic salary, or move to the pay range minima, whichever is the highest. If you are in receipt of any reserved rights to London Weighting or associated London allowances, these will not be consolidated. After this calculation if your salary is below the minima of the pay range, you will be moved to the minima of the pay range.

Any other allowances will not be retained on promotion.

The vacancies on offer are at Grade 7 at £47,025 (National), but appointments to Legal Officer on a salary of £42,420 will be made where successful candidates have less than 3 years post qualification experience (PQE). Candidates appointed as a Legal Officer will re-grade to Grade 7 when they reach one year's service or 3 years PQE, whichever comes sooner (subject to satisfactory performance).

Please note that any move across the Civil Service on or after October 2018 may have implications on an employee's ability to carry on claiming childcare vouchers. You may however be eligible to claim tax free childcare.

TRAVEL REQUIRED:	Sometimes (Travel and subsistence costs will be reimbursed in line with Departmental policy)
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 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 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 whom are solicitors or barristers. The department is based primarily in London but has teams in other locations including Bristol, Manchester, and Leeds.

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.

Division

GLD's Employment Group provides employment litigation and advisory services to central Government. It contains 90 lawyers, of which 14 are based in Leeds with the remainder in London, and is divided into 5 SCS led teams based around particular clients with the work falling into 4 categories

- a. HR advice and litigation including advice on individual cases and advice on collective and strategic HR issues such as Departmental restructuring or advice on major Departmental policy issues such as Prison Reform.
- b. Large scale multi party litigation (e.g. part time judicial office holder cases)
- c. Advice to Cabinet Office and CSEP on overarching civil service employment issues
- d. Transactional employment work (in sourcing and outsourcing contracts involving staff transfers)

Post

We are recruiting lawyers to work in Team E4 in London in particular for transactional work in the Group's TUPE and Transactional Hub (TTH). The TTH works on the employment aspects of Government contracts, in particular those involving insourcing, re-procurement or outsourcing, which includes advising on staffing options, drafting relevant aspects of tender and contractual documents and supporting clients throughout the process of staff transfers. The TTH works very closely with GLD's Commercial Group.

The post will also involve contributing to other aspects of the Team's work, including conducting litigation in the Employment Tribunals and higher courts and advising across the full range of employment issues for the Team's clients.

The post-holder will be expected to play an active role in the Team and wider GLD as required, including contributing to client training and team knowledge management, managing junior members of staff and participating in appropriate corporate activities.

ESSENTIAL CRITERIA

Technical Skills

- A knowledge of employment law in particular TUPE;
- The ability to approach legal issues applying sound analysis, secure legal research and reliable legal judgement;
- The ability to think strategically and creatively, see legal issues in their wider context and advise accordingly; and
- A clear understanding of the role of lawyers in government.

Motivational Fit

- Demonstrate real interest in the application of law to the spirit of public service;
- Can articulate a clear motivation to work for the GLD and the Employment Group; and
- Demonstrate interest in public law and the workings of Government.

Making effective decisions

- Encourage both innovative suggestions and challenges from others to inform decision making;
- Analyse and accurately interpret data from various sources to support decisions;
- Find the best option by identifying positives, negatives, risks and implications; and
- Present reasonable conclusions from a wide range of complex and sometimes incomplete evidence.

Managing a quality service

- Demonstrate positive customer service by understanding the complexity and diversity of customer needs and expectations;
- Deliver a high quality, efficient and cost effective service by considering a broad range of methods for delivery; and
- Proactively manage risks and identify solutions.

Communicating and Influencing

- Deliver difficult messages with clarity and sensitivity, being persuasive when required; and
- Remain open-minded and impartial in discussions, whilst respecting the diverse interest and opinions of others.

RECRUITMENT PROCESS

Application Stage

At application stage, candidates will be asked to complete an online statement of suitability (up to 500 words) and CV which should demonstrate how you meet the essential criteria. At sift your application will be assessed as follows:

- **Technical Skills** (as evidenced in your statement of suitability and CV)
- **Communicating and Influencing** (as evidenced in your statement of suitability and CV)
- **Motivational Fit** (as evidenced in your statement of suitability)

Candidates meeting the advertised criteria will be asked to complete an online Critical Reasoning Test before selection for interview.

We will email those applicants who meet the advertised 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 GLD Recruitment Team for advice (see contact details below).

Interview Stage

Should you be successful in being invited to Interview, alongside being tested on your performance in key criteria, which are listed below, you will be asked a series of strength based questions.

- **Technical Skills**
- **Motivational Fit**
- **Making effective decisions**
- **Managing a quality service**
- **Communicating and Influencing**

On the day of your interview you will also be asked to undertake a written exercise, there is no need to prepare and more information on what you will need to do will be provided on the day. This test will assess you on the following criteria:

- **Technical Skills**
- **Making Effective Decisions**
- **Communicating and Influencing**

We appoint in strict order of merit. If you meet the minimum criteria for this position but are not successful for a Grade 7 Lawyer, We may hold a reserve list if the number of successful candidates after interview exceeds the number of available vacancies.

Please click here to apply: <http://www.gov.uk/glp>

For further information about Civil Service recruitment processes and Success profiles, please visit: <https://www.gov.uk/government/publications/success-profiles>

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: GLD Recruitment Team
 Telephone: 0845 3000 793 or 0117 923 4417
 Email: govqualified@tmpw.co.uk

LOCATION

Leeds. Excess fares, travel costs or relocation costs will not be paid for.

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 qualified to practise as a Solicitor, Barrister or Chartered Legal Executive in England and Wales (or will be qualified 3 months from application date). 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 5 years of appointment, and employment will be conditional upon the successful completion of the QLTS within this time period. GLD offers some partial funding for the QLTS, however applicants should note that there is also a cost to the individual.

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 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).

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

Nationality

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:

- 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).

Full details of the Civil Service nationality requirements may be found on [GOV.UK](https://www.gov.uk).

Please note that it is possible to meet the above nationality requirements and still not be legally entitled to work in the UK. The [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 their 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 Visas and Immigration 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 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 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 GLD 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

This [notice](#) sets out how we will use your personal data throughout the recruitment process, and your rights.

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 GLD Recruitment Team, Telephone: 0845 3000 793 or 0117 923 4417, Email: govqualified@tmpw.co.uk



COMPLAINTS PROCEDURE

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 by telephone on 0207 210 3436 or by email 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.