

## VACANCY NOTICE

### HM Revenue & Customs (HMRC)

**Job Title:** Commercial Lawyers

**Location:** Ralli Quays, Manchester M60 9LB

**Salary:** National – £50,010 to £56,510

**Grade:** Grade 7

**Working Pattern:** Full time. Part time. Job share

**Number of Posts:** 5

**Closing date:** Monday 7 January 2019

#### Job Description

The Solicitor's Office and Legal Services (SOLS) is an integral part of HMRC, providing legal services to the whole department. It is headed by the General Counsel and Solicitor, who from January 2019 will be Alan Evans. As well as commercial work, SOLS advises on legal issues arising from HMRC's policy and operational work and conducts the Department's litigation. SOLS is made up of around 1200 people who include lawyers, tax professionals, advocates, paralegals and support teams.

HMRC is currently undergoing significant transformation across the organisation, presenting exciting opportunities for experienced commercial lawyers to join our increasingly high profile team. Our commercial lawyers advise on some of the most interesting, high value and complex public procurement and contractual commercial legal issues within government, making this a really exciting time to join HMRC's legal team.

Our commercial law teams, based in Manchester and London, provide legal support to HMRC's largest transformation programmes including IT and Estates as well as the department's day to day banking and general commercial operations, including all aspects of, commercial contracts, intellectual property rights, public procurement and state aid, contract and supplier management, and disputes resolution. Each team has mini-team team leaders and is overseen by a Senior Civil Servant.

HMRC has the largest IT estate in the UK delivering £500 billion of annual tax revenues, and is currently undergoing the biggest IT transformation programme in Europe. It has recently completed the phased exit from the largest single overarching IT contract in Government by breaking it into to a series of smaller, more flexible contracts with both existing and new suppliers. These are enabling HMRC to deliver a ground-breaking digital strategy by taking advantage of emerging technologies including cloud services. This will provide better value for money for taxpayers, while ensuring that HMRC's systems remain safe, secure and reliable.

HMRC is also becoming a smaller, more digital and more highly-skilled organisation, bringing people together in 13 large Regional Centres.

This transformation includes redesigning our processes around our customers, creating great online services, and making better use of the data we have to change the way we do our compliance work. It is also about making HMRC a great place to work by investing in staff skills and career development, creating modern, collaborative working environments and

offering more rewarding and interesting work. HMRC's commercial lawyers benefit from these changes as well as advising on the commercial arrangements that help to bring them about.

The work will include:

- Commercial contracts: negotiation and contract management issues
- IT contracts (outsourcing agreements, IT procurement, managed services, software & systems development, advising on cutting-edge digital solutions)
- Framework agreements
- High degree of client contact on a day-to-day basis
- Advice on relevant law such as procurement law and public law as applicable (training on these will be provided for those new to public sector work)
- Mentoring of, and support from, less experienced lawyers (for candidates with more experience)
- The opportunity to build strong working relationships with colleagues across the organisation, working in a high-performing, friendly and supportive environment
- Working with external lawyers as required.

### **Person Specification**

In order to achieve its ambition of being the most digitally advanced tax authority in the world, HMRC is looking for bright, ambitious commercial lawyers ready to advise on these cutting-edge projects and make a difference for the public good. In particular, you should have:

- Strong academic background and excellent communication and organisational skills
- Strong transactional background, with drafting and negotiation experience – an understanding of data protection and competition law issues would be an advantage but is not essential
- Sound working knowledge of contract and commercial law
- Business and results orientated. You work effectively with people at all levels and enjoy taking responsibility and leading on projects from day one
- Good self-awareness and a commitment to using feedback to learn and develop as a professional.

Candidates with good experience in IT/technology licensing, outsourcing and services agreements, and/or property law transactions are particularly encouraged to apply, although no previous experience of public sector work is required.

### **Qualifications**

You must be a qualified lawyer with extensive demonstrable post-qualification experience in the above areas gained in a respectable private practice and/or in-house role.

### **Selection process details**

As part of the application process you will be asked to complete a CV and personal statement.

Please note that your personal statement should be up to 750 words and should be aligned to demonstrating the relevant skills and experience listed in the Person Specification.

If you are invited to interview you will be asked to complete an online legal professional skills question before your interview. You will be advised of a clear deadline for submitting your response. Further details around what this will entail will be provided should you be invited to interview. Feedback will only be provided if you attend an interview or assessment.

## Apply and further information

Contact points for applicants:

Name: Liam Sheridan  
Telephone: 03000 569528  
Email: [Liam.sheridan@hmrc.gsi.gov.uk](mailto:Liam.sheridan@hmrc.gsi.gov.uk)

## Sift/interview dates and location

Sift to take place w/c 14th January 2019. Interviews to take place in Manchester.

## Further Information

If you are successful and transferring from another Government Department, we will carry out a check of your identity, nationality, and immigration status (including the right to work in the UK) and a criminal record check before confirming your appointment.

Over the next 10 years HMRC will be reducing the number of its offices and will only be located in Glasgow, Edinburgh, Belfast, Newcastle, Leeds, Liverpool, Manchester, Nottingham, Birmingham, Bristol, Cardiff, Croydon, Stratford and Ipswich. There will also be a small number of offices where we will retain some specialist roles in Dover, Worthing, Gartcosh (near Glasgow) and Telford, as well as our headquarters in central London. If you are recruited into an office that is not one of these locations, you will be expected to move to one of these locations in the future. In some cases this will be via a transitional site. If you are not a current civil servant, you will not be eligible for financial assistance for your move to the regional or transitional centre. For more information please contact the vacancy holder.

Customer facing roles in HMRC require the ability to converse at ease with members of the public and provide advice in accurate spoken English and/or Welsh where required. Where this is an essential requirement this will be tested as part of the selection process.

Some of HMRC Terms and Conditions of employment changed on 1st May 2013, these will apply to people who are new recruits to HMRC or who take a new job in HMRC on promotion. The document attached to this advertisement provides more information on the changes we made, please note this is not a full list of HMRC's terms and conditions. If you need to discuss how these changes might affect you, please contact the vacancy holder. For further information on terms and conditions please visit:

<https://www.gov.uk/government/organisations/hm-revenue-customs/about/recruitment#annual-leave>

If you are currently working for another government department (OGD) and would like to consider the impact on your pay when joining HMRC, please see the attached document "Pay on Transfer from OGD" for further information.

The pay range minimum is the normal starting salary for those joining HMRC at this grade from outside the Civil Service. The full pay range is shown as an indicator for existing civil servants at this grade, and for those who apply on promotion. For further clarification, Civil servants are requested to read the "Pay on transfer from OGD" document attached. Pay progression is not guaranteed.

A reserve list may be held for a period up to 12 months from which further appointments may be made.

**Apply:** Please visit the [Civil Service Jobs Website](#).