



Government  
Legal Department



## **Grade 6 TUPE Lawyers (Leeds)**

## HEADLINE INFORMATION

**JOB TITLE:** Grade 6 TUPE Lawyer  
**DEPARTMENT:** Government Legal Department.  
**DIVISION:** Employment Group  
**LOCATION:** Leeds  
**CLOSING DATE & TIME:** Wednesday 13 February - **12pm (mid-day)**  
**INTERVIEW DATES:** Late February  
**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:** 2 posts (Leeds)  
**SALARY:** £58,700 (National)

The vacancy on offer is at Grade 6 with a salary of £58,700 (National)

If you are new to the Civil Service you will start on the minimum of the Grade 6 pay scale.

Existing Grade 6's on level transfer will retain their current basic salary if it is within the GLD pay range. If currently a Civil Servant and your salary is higher than GLD maxima you will be placed on the maxima of the pay range and receive the difference as a mark-time allowance, if agreed by HR.

Where your salary is below GLD's G6 minima you will be raised to the minima of the pay range, £58,700 (National). Any reserved rights to London Weighting or associated London allowances, will be consolidated into basic salary before the uplift to GLD G6 minima. If this results in your salary exceeding the pay range maxima, you will retain the difference on a mark-time basis. Any other allowances will not be retained on moving to GLD.

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 be consolidated after applying the 10% promotion calculation. 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

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.

<b>TRAVEL REQUIRED:</b>	Sometimes (Travel and subsistence costs will be reimbursed in line with Departmental policy)
<b>GUARANTEED INTERVIEW SCHEME:</b>	Yes
<b>RESERVED/NON-RESERVED:</b>	Non-reserved

## **WORK OF THE DEPARTMENT**

### **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 2,500 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.

### **The Division**

GLD's Employment Group provides employment litigation and advisory services to central Government. It 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 Departmental and Agency Reforms.
- b) Large scale multi party litigation (e.g. the part time judicial office holder cases and equal pay)
- 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)

The majority of our litigation work is in the Employment Tribunal. There are appeals to the Employment Appeal Tribunal, the Court of Appeal, and the Supreme Court. Recently there have been more employment related public law challenges. We have also seen an increasing number of claims, particularly for injunctions, being brought in the High Court.

## **THE POST**

We are recruiting lawyers to work in Team E4 in Leeds 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.

Whilst TUPE transactional work will be the focus of your practice there will be opportunity to take on a broader range of employment advice and litigation or in due course to move to a different area of work altogether within GLD.

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: Legal Professional 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;
- A clear understanding of the role of lawyers in government.

### **Behaviour: Communicating and Influencing.**

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

### **Behaviour: 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.

### **Behaviour: Leadership**

- Welcome and respond to views and challenges from others;
- Inspire and motivate others to be fully engaged in their work and dedicated to their role

### **Behaviour: Developing Self and Others.**

- Prioritise and role-model continuous self-learning and development
- Encourage discussions within and between teams to learn from each other's experiences and change plan and processes accordingly

## **RECRUITMENT PROCESS**

### **Application Stage**

At application stage, candidates will be asked to complete a career history and statement of suitability (up to 1000 words) which should demonstrate how you meet the criteria listed below:

- **Technical: Legal Professional Skills**
- **Motivational Fit**
- **Behaviour: Leadership**

Your application should demonstrate how you meet the above criteria for the post, with relevant examples. It will not be sufficient to reiterate the criteria; you are expected to illustrate how you have met the requirements.

Your application will be sifted by a GLD panel.

### 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: Legal Professional Skills**
- **Motivational Fit**
- **Behaviour: Communicating and Influencing**
- **Behaviour: Managing a Quality Service**
- **Behaviour: Leadership**
- **Behaviour: Developing Self and Others**

Alongside your invitation interview, you will be asked to complete a written exercise under timed conditions in advance of attending your interview. The written exercise will assess:

- **Technical: Legal Professional Skills.**

On the day of interview, you will have the opportunity to prepare your response to certain criteria in advance of the interview.

We appoint in strict order of merit. If you meet the minimum criteria for this position but are not successful in obtaining a Grade 6 Lawyer because the number of successful candidates after interview exceeds the number of available vacancies, we may hold a reserve list.

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

Please note that the Success Profiles recruitment framework will be used for this campaign.

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](mailto:govqualified@tmpw.co.uk)

### **LOCATION**

Leeds

The Lateral, 8 City Walk, Leeds LS11 9AT.

## 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 the GLP 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**

GLD 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 (where used); and
- Obtain a minimum score 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 GLP 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](mailto:govqualified@tmpw.co.uk)



### **Complaints Procedure**

GLD 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 on 0207 210 3436 or by email at: [caroline.anerville@governmentlegal.gov.uk](mailto: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.