



Llywodraeth Cymru
Welsh Government

Welsh Government Recruitment Pack

Working Together for a Better Wales



 **Make a
Difference
with us**

Foreword



Thank you for your interest in the posts of Welsh Government Lawyer.

This is an opportunity to make a substantial contribution to delivering high quality legal advice and support at the heart of government and devolution in Wales.

The Legal Services Department is the largest public sector legal department in Wales and is responsible for the delivery of all legal services to the Welsh Government. It is an exciting time to be involved in taking forward the new devolution settlement, with new and enhanced powers alongside undertaking critical work on EU Withdrawal. The appointment of additional lawyers will further strengthen the ability of the Legal Services Department to support the Welsh Government at this critical time.

As a government lawyer you will be part of the Civil Service and the Government Legal Service. Your experience will give you a unique understanding of the devolution settlement in Wales. It offers lawyers a unique opportunity to work within a dynamic environment that places them at the heart of devolved government, projects of national significance and profile, at the cutting edge of major constitutional developments, including the significant challenges raised by withdrawal from the European Union, and at the forefront of the policy and law making process.

You will provide legal advice in a fast paced, public law environment where often the issues are high profile and significant in terms of the developing UK constitution. You will work in a team situation, gaining experience of working with lawyers, policy clients and Welsh Ministers to shape policy in Wales.

This is an exciting time to be joining the Welsh Government and to be able to play an important part in the delivery of the Welsh Government's programme for government. We look forward to receiving your application.

Jeff Godfrey – Director of Legal Services

The Counsel General for Wales & Brexit Minister

The Counsel General for Wales & Brexit Minister is the Welsh Government's Law Officer. *The office is currently held by Jeremy Miles AM. (below)*



The Counsel General for Wales is the Welsh Government's Law Officer and its chief, authoritative legal adviser. The Counsel General provides legal advice and support to Ministers on the full range of the Welsh Government's responsibilities including legislative competence in respect of Assembly Bills, international obligations, human rights and EU law.

The Counsel General oversees Welsh Government litigation both civil and criminal. The Counsel General may, from time to time, take on responsibility for certain aspects of legal-policy. A principal aspect of the role of the Counsel General is to uphold and maintain the rule of law including ensuring that legislation meets the requirements of good and effective law. The Counsel General also has a role in protecting the integrity and accessibility of the law, including the 'Welsh' statute book.

The Legal Services Department supports the Counsel General and the wider Welsh Government and provides an opportunity to work as part of a committed and highly skilled group of public sector lawyers advising and assisting on a range of high profile, often novel and highly complex projects, cases and situations. The Department is a vibrant legal environment operating at the cutting edge of law, politics and the Welsh devolution settlement. You too could form part of this excellent community of lawyers whose skills are first rate.

Government Lawyer Biographies

Chris Humphreys **Local Government & Community Safety Team Lawyer**



“If you’re not already working in Government, you have nothing to fear in applying to join us. The work here is varied and challenging but, at its heart, just like any other legal work. I came from a University teaching background and was quickly able to get to grips with the type of public law work involved and the skills needed to meet the daily challenges. Each day brings something unique and you feel like you’re making a difference”

Louise Davies **Transport Team Lawyer**



“Having trained and practised in a corporate/commercial law firm, I had very little experience of public law prior to joining the Welsh Government’s Legal Services. Following qualification, I worked at Eversheds Sutherland for 5 years dealing with Planning, Environmental and Compulsory Purchase matters so the move to the public sector was quite a change for me. I currently work in the Legal Services Transport Team and have been involved in some very interesting, varied work. The work is challenging and often takes you outside your comfort zone (particularly having been a “specialist” previously) but as you’re not working against a fee estimate or watching your billing figures you have the luxury of more time to consider the problem fully – which is something I’d never experienced previously. The Welsh Government has given me a different perspective of the legal world and provided me with the work/life balance that I was looking for. I most certainly haven’t regretted the decision to move!

Sarah Tyler **Social Care Team Lawyer**



“I joined the Welsh Government Legal Services Department last year having previously worked in private practice for over 10 years. I was a member of a Chambers in Swansea practising as a self-employed Barrister. I mainly practised in the area of Family Law and spent the majority of my time at Court, representing and advising lay clients. I now work in the Social Care Legal Team. Although the work is significantly different to my previous role, there has been the opportunity to develop skills in new areas and there is a wide variety of work within the team. It was a significant change of career, yet the skills and knowledge I built up in private practice gave me a good footing to undertake a lot of the work I have been doing here.”



Alison Henders-Green
Planning Team Lawyer

“Prior to joining the Welsh Government I worked in private practice for over 20 years, specialising in Commercial Litigation. I have been working for the Welsh Government Legal Services Planning Team for just over 4 years. I find the work varied, challenging at times and intellectually demanding. It is an enjoyable working environment and I have had the chance to work on interesting, high profile projects including advising on Building Regulations in the aftermath of the Grenfell Tower disaster”.



Nick Howard
Constitution Team Lawyer

“I joined Welsh Government in 2014 after working as a Senior Lecturer at the College of Law, and University of South Wales. I'd specialised in Constitutional and Administrative Law, but wanted to do it rather than just talk about it! Since joining, I've been able to work on things that just wouldn't come across your desk elsewhere — like the Miller case on Article 50 TFEU, which was the first time the entire Supreme Court bench had sat; various National Assembly Bills; a major constitutional Bill going through the UK Parliament (the Wales Act 2017); and judicial review cases. I love what I do —it's challenging, varied and there is room to be creative as you're working at the margins of a developing constitutional settlement. It's also a great place to work with flexible hours, a good annual leave allowance and social activities like Wednesday night 5-a-side”

Legal Services Department and its Values

Over 100 lawyers and support staff provide legal advice and legislative drafting services to Ministers across all Welsh Government Cabinet portfolios.

The department consists of 15 legal subject teams which largely reflect the Welsh Government's Cabinet portfolios.

The teams are:

- Commercial Legal Services
- Communities, Housing, Equalities & Regeneration
- Constitution
- Culture & Sport
- Economy and Treasury
- Education (Further & Higher)
- Education (Schools) & Welsh Language
- Environment
- Europe
- Health & Food Safety
- Local Government & Community Safety
- Planning
- Rural Affairs
- Social Care
- Transport

Those legal team portfolios are designated by the Director of Legal Services, and may be the subject of change from time to time to reflect the wider organisation of the Welsh Government, the business needs of the office or to facilitate professional development within the office. Government Lawyers report to and support the posts of the Senior Government Lawyers and Deputy Directors of Legal Services.

As a Government Lawyer, you will be part of a large team responsible for the delivery of all legal services to the Welsh Government. The services provided by the department include advice on complex matters of public law, the drafting of instructions to the Office of Legislative Counsel (the Welsh Government's equivalent of Parliamentary Counsel's Office) to draft primary legislation, the preparation of all Welsh Government subordinate legislation and the handling of high profile litigation.

The Legal Services Department's Management Board provides strategic leadership and is collectively responsible for delivering the department's organisational objectives. It plays a key role in ensuring that the department is equipped to provide a professional, efficient and high quality service in accordance with the department's values of being connected, enabling and committed, and in accordance with the department's vision of "professionalism, impartiality, excellence".

The Role

The posts currently available are Government Lawyer Public Law posts

Key Responsibilities

- Provide and contribute to the provision of legal advice within a team portfolio.
- Prepare, or assist in the production of, full instructions for primary legislation either relating to Bills forming part of the Welsh Government legislative programme or relating to Welsh provisions in UK Parliamentary Bills.
- Draft, or assist in drafting, a range of subordinate legislation and other formal documentation within the team portfolio and to monitor its passage through Assembly procedures as necessary.
- Contribute to the effective delivery of services within the team portfolio.
- Contribute to the team and ensure responsiveness to customer/client's needs and changing circumstances.
- Undertake such other duties, responsibilities, tasks or projects as are specified by the Team Leader or a Deputy Director of Legal Services which are commensurate with the level of the post.
- Provide support and cover for colleagues within the office as directed by the Team Leader or a Deputy Director of Legal Services

Skills & Experience

For these public law posts please ensure that your personal statement demonstrates your capability in the following legal professional skills, which are job specific requirements

An understanding of Constitutional **or** Administrative law (e.g. the legal grounds for challenging decisions of public authorities), sufficient to identify potential legal pitfalls.

And

An understanding of EU law **or** Human Rights law, sufficient to identify potential legal pitfalls.

At interview you will also be asked to demonstrate each of the following competencies:

Sound legal analytical and problem solving skills including the ability to identify advantages, disadvantages and risks of possible courses of action.

The ability to communicate difficult legal concepts in plain and simple ways.

The ability to collaborate effectively with others.

The ability to maintain effective performance, integrity and impartiality in difficult and challenging circumstances encouraging others to do the same.

A legal test for which all necessary material will be provided will also be undertaken at interview stage.

Terms & Conditions

Job Title: Government Lawyer

Division/Branch: Legal Division/Team, to be specified from time to time, Legal Services Department

Location: Cathays Park, Cardiff.

Pay Band and Salary:

The posts on offer are at Grade Executive Band 2 with a starting salary of £48,650 rising in stages over 3 years to £58,185 for successful candidates who have 3 or more years of post-qualification experience.

For successful candidates with less than 3 years' post-qualification experience appointment will be to Legal Officer at Grade Management Band 2 with a starting salary of £29,100. Candidates appointed as a Legal Officer will be eligible to re-grade to Grade Executive Band 2 when they reach one year's service or 3 years' post-qualification experience, whichever comes sooner (subject to satisfactory performance).

Annual Leave: 31 days annual leave per annum.

Pension: Membership of the Civil Service Pension Scheme

Working Pattern:

There are a number of full time posts, but open to candidates who wish to work on a part time and/or job share basis.

There are also fixed term posts (1-2 years) with the possibility of permanent employment at the end of the fixed term period.

There are also possible opportunities for short term secondments (1-2 years).

The exercise will also seek to identify a number of successful applicants either for posting immediately or for posting to opportunities that arise over the ensuing 12 months.

Professional Qualification:

Applicants must be qualified to practice as a Solicitor, Barrister or Chartered Legal Executive (meeting the professional entry criteria below) in England and Wales. Trainee solicitors, pupil barristers and those training to be Chartered Legal Executives may also apply but appointment will be conditional on qualification having been obtained prior to start date.

Professional entry 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

Chartered Legal Executives should note that the Welsh Government will be willing to accept an, overall, average score of 65% or above across exams in the seven foundation subjects in law (where studied at CILEx Level 6).

Nationality Requirements:

The Civil Service Nationality rules govern eligibility for employment in the Civil Service. In summary only nationals from the following countries (or associations of countries) are generally eligible for employment in the Civil Service: the United Kingdom (and British protected persons), the Republic of Ireland, the Commonwealth, the European Economic Area (EEA), Switzerland and Turkey. Certain family members of EEA, Swiss and Turkish nationals are also eligible regardless of their nationality.

Additionally, applicants will need 5 year UK residency to enable security vetting to be undertaken.

Checks

The appointment will be subject to satisfactory completion of security and other checks.

Welsh Language

Welsh Language skills are desirable **but not essential** for these posts. If you wish to demonstrate that you have Welsh language skills then the desired skill levels are as follows:

Reading: Can read some basic words and phrases.

Written: Can write basic messages.

Understanding: Can understand basic enquiries.

Spoken: General basic conversation ability.

Grievance and Complaints

Anyone who believes they have been treated unfairly, or has a grievance or complaint, about how the process was conducted should either write to the Head of Resourcing, Welsh Government, Cathays Park 2, Cardiff CF10 3NQ or email SharedServiceHelpdesk@gov.wales. If you are unhappy with the outcome of the complaint raised with the Welsh Government and feel that the principles of appointment on merit through fair and open competition have not been met you have the right to pursue your grievance with the Civil Service Commission at:

e-mail info@csc.gov.uk

Tel: 020 7271 0831

Civil Service Commission

Room G/8

1 Horse Guards Road

London

SW1A 2HQ

How to Apply and Process

We welcome applications in Welsh or English. Applications made in Welsh will not be treated less favourably than those made in English.

For your application, you will need to prepare a personal statement of no more than 2 sides of A4 outlining how you meet the job specific requirements. Advice on preparing your personal statement can be found below. You will be asked to attach your personal statement in your online application.

You will also be asked to attach an up to date CV in your application. It's important that you prepare both of these documents to ensure you provide the strongest evidence possible for the role.

All applications should be made via the Welsh Government's online application system www.wales.gov.uk/recruitment If you have a disability which would prevent you from applying on-line, please e-mail sharedservicehelpdesk@gov.wales or call the HR Helpdesk on 03000255454 to request an application pack in an alternative format, or to request a reasonable adjustment related to a disability in order to submit your application.

The **closing date** for applications is **25 March 2018 at 4pm.**

All applications will be acknowledged and considered by the selection panel. Candidates should also specify whether they are applying for a full-time post, part-time post, fixed term or secondment.

It is anticipated that a sift meeting will be held in early April, with initial interviews taking place in the period of 15 April to 17 May.

Contact point for information: For questions regarding the role, or the application process, please contact People/Recruitment and Training Manager Nikita Worrad on 0300 0625413 or at Nikita.Worrad@gov.wales.

Writing your personal statement

In the 'Skills and Experience' section of this Brief, you will find a list of the skills & job specific requirements for this role. Your Personal Statement will need to clearly explain how you meet any specific criteria listed, by drawing on your experience, knowledge, and achievements. When completing your personal statement you should always pick your strongest examples which allow you to evidence how you meet the job specific requirements in the context of role. When choosing your examples, consider the following advice:

- Ensure your examples are at the right level for the grade.
- Use evidence from work if possible, however you won't be penalised if you use examples from a role you hold outside work, as long as the example demonstrates the job specific requirements at an equivalent level of responsibility for the role
- Draft in clear language that is grammatically correct, including the spelling. Be succinct, and ensure you don't go over the word limit
- Avoid using jargon, abbreviations or specialist terms
- Make use of the past tense e.g. achieved, verified. Use active verbs to create greater impact (e.g. organised, managed, improved, established, facilitated).
- Don't assume the sift panel has any knowledge of the situation. They cannot assume what is not included in the example and can only assess what you have actually written.
- Note down how you achieved what you did, what skills and behaviours did you use? References to "we did" or "the team" did, for example, will not demonstrate your personal role.
- Don't forget to include results and show how you overcame problems/obstacles, why your actions were effective and/or how you could have improved on what you did.
- Gather your evidence together and review it before you start writing examples – you probably have more evidence than you think!
- Give yourself time to structure your answers and evidence well. Don't underestimate the time it may take to structure and refine your answers, making them succinct and to the point whilst covering all relevant aspects of the job specific requirements
- A second or third pair of eyes is always useful.

The **STAR** approach may also help you to present your evidence by providing structure and focus to your examples in both the application form and the interview.

The STAR approach includes:

- **Situation** – briefly describe the context and your role
- **Task** – the specific challenge, task or job that you faced
- **Action** – what you did, how and why you did it
- **Result** – the outcomes and what you achieved through your actions.

Keep the situation and task parts brief. Concentrate on the action and the result. If the result was not entirely successful describe what you learned from this and what you would do differently next time.

The interview process will also explore the competency behaviours, skills and experience required for this role. This will include a question on equality and diversity.

Data Protection

We take our responsibilities under the data protection legislation seriously. Any personal data you provide as part of your application will be processed in line with the official authority vested in Welsh Government and will be held in secure conditions. Welsh Government will be the data controller for this information and access to it will be restricted to those who need it in connection with dealing with your application and the selection process.

Your data may be used for the purposes of monitoring the effectiveness of the recruitment process but in these circumstances all data will be kept anonymous. The diversity questionnaire is to be used for monitoring the selection process only. If you do not wish to have these details recorded please use the 'prefer not to say' option. If you are unsuccessful (or successful but decline appointment), personal data relating to your application will be destroyed after 2 years. If you are successful, your personal data will be retained on file, for the purposes of processing your employment.

You have the right to:

- Access the personal data that we are processing about you,
- Require us to rectify inaccuracies in that data,
- The right (in some circumstances) to object to processing,
- The right for your information to be erased,
- Lodge a complaint with the Information Commissioner who is the independent regulator for data protection.

For further information about the data which Welsh Government holds and its use, or if you wish to exercise your rights under GDPR, please contact the following:

Data Protection Officer
Welsh Government
Cathays Park
Cardiff
CF10 3NQ
Email; dataprotectionofficer@gov.wales

The Information Commissioner can be contacted at:
Information Commissioner's Office
Wycliffe House
Water Lane
WILMSLOW
Cheshire
SK9 5AF

Telephone: 01625 545 745 or 0303 123 11 / Website: www.ico.gov.uk

Appendix A: Guaranteed Interview Scheme

The Welsh Government, as an Equal Opportunities Employer and a Disability Confident Leader actively encourages applications from disabled people, and operates a guaranteed interview scheme for disabled people (as defined by the Equality Act 2010).

Candidates who meet the minimum essential experience, skills, ability, knowledge and qualifications criteria for this appointment set out in the person specification will be guaranteed an invitation to an interview. If you qualify for this scheme please make this clear in your online application, where you will be asked if you would like to take part in the scheme.

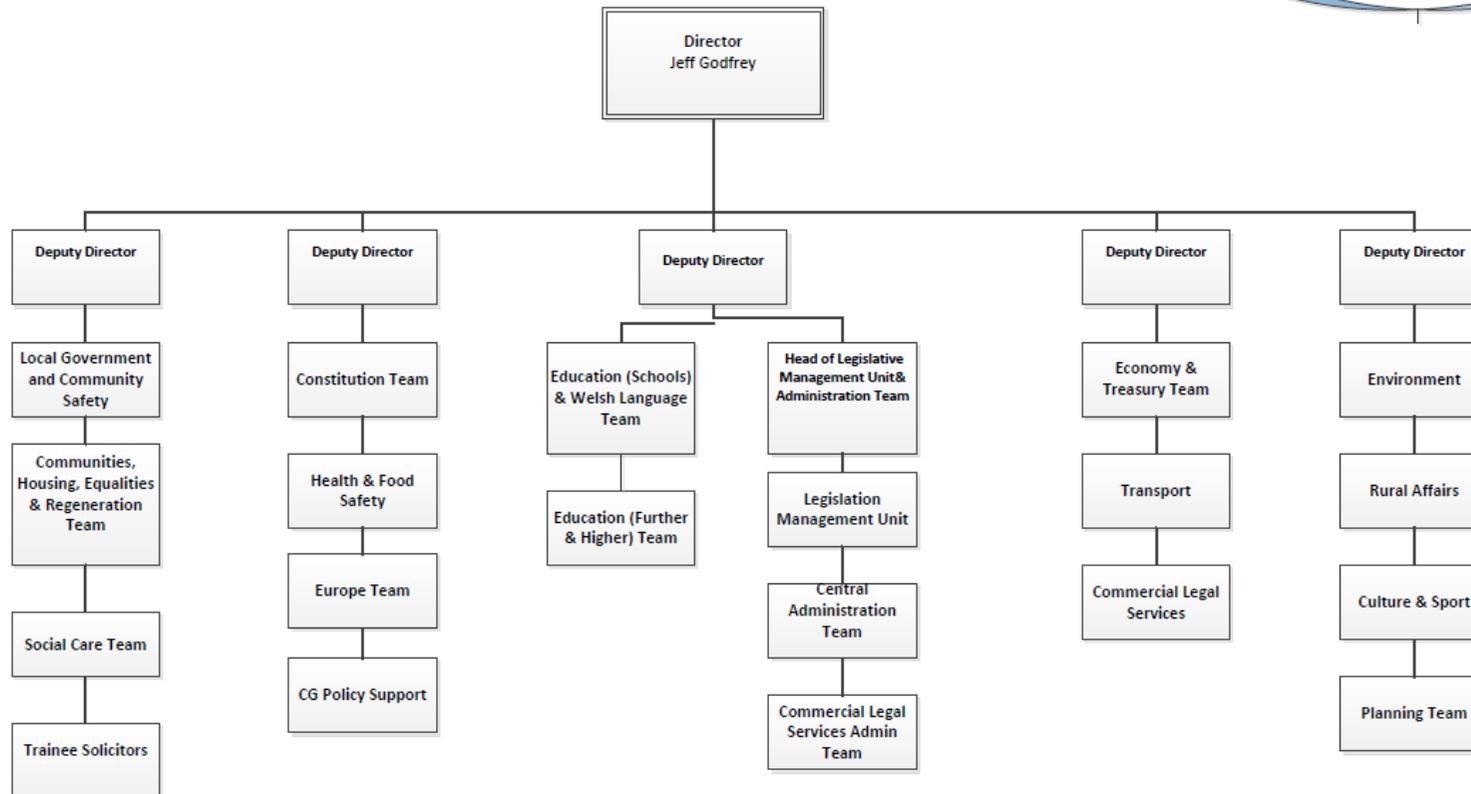
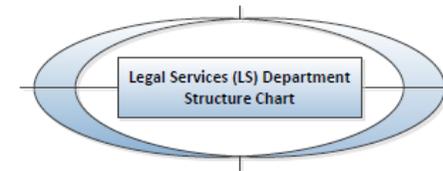
Please also advise us of any special arrangements for interview you will require, to enable us to make the appropriate arrangements. If you are successful in being appointed, we will work with you to ensure the necessary reasonable workplace adjustments are in place at an early stage.

If you have a disability which would prevent you from applying on-line, please email sharedservicehelpdesk@gov.wales or call the HR Helpdesk on 03000255454 to request an application pack in an alternative format or if you need to request a reasonable adjustment related to a disability in order to submit your application.

Appendix B: Civil Service Code

The Civil Service Code can be found here at:
<https://beta.gov.wales/civil-service-code>

Appendix C: Legal Services Department Structure



Welsh Government – Legal Services Department



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