

HEADLINE INFORMATION

DEPARTMENT: Government Legal Department
JOB TITLE: Commercial Senior Lawyer
DIVISION: Commercial Law Group

GLD is currently recruiting for Grade 6 Senior Lawyers to work in a number of positions.

LOCATION: Leeds
CLOSING DATE & TIME: 2359hrs on Thursday 4 April
INTERVIEW DATES: w/c Monday 22 April 2019
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.

WORK OF THE DEPARTMENT

The Commercial Law Group (CLG) is a key part of Government Legal Department (GLD) and provides specialist commercial advice to government on areas including public procurement law, contract law, intellectual property, data security and state aid.

At least two Senior Lawyer vacancies now exist within CLG's Leeds based office. One post is advising the Department for Work and Pensions (DWP) and the other is advising the Department of Health and Social Care (DHSC). In addition to these posts further opportunities for Leeds based Senior Lawyers may arise across CLG in the near future and may be filled via this process.

THE ORGANISATION

The 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 2,500 employees, around 1,800 of who are solicitors or barristers. The department is based primarily in London but has teams in Bristol, Manchester, 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.

THE GROUP – Commercial Law Group

The CLGp was launched on 2 June 2014, to create a unified expert commercial law service for government.

The CLGp is friendly and welcoming, with a strong culture of collaborating and supporting one another. The most recent Civil Service People Survey results demonstrate, for example, that people feel they can rely upon each other to help when things get difficult, they are treated fairly at work and they are proud to work for GLD.

There are approximately 150 lawyers in the Group led by Wendy Hardaker, Commercial Law Director, who previously won the Civil Service Leadership Award. The individual teams range upwards from six lawyers, each led by one or more Senior Civil Servants and supported by our Business Management Team.

THE POSTS

The Grade 6 Senior Lawyer post is a key leadership role in our organisation, providing direction to mini teams and supporting Deputy Directors in the delivery of legal services to large Government Departments and Executive Agencies.

Post-holders are likely to be required to manage other lawyers within their team. They will be expected to lead and be responsible for a range of complex and challenging projects and to provide strong professional leadership helping to build capability in the organisation in line with corporate objectives.

Post holders will be expected to demonstrate strong communication and leadership skills as well as strong skills of legal and strategic analysis, sound judgement, pragmatism and pro-activity. They should be able to command the confidence of senior clients and ministers. They will also be expected to make a valuable contribution to the wider team and the department as a whole through knowledge management, training, projects and other opportunities that demonstrate GLD Values.

Senior Lawyers within CLG will typically be required to provide specialist commercial advice across a wide range of areas including:

- public procurement;
- contract drafting, interpretation and management;
- grant agreements;
- state aid;
- IP and branding issues;
- data security; and
- other bespoke commercial arrangements.

Department for Works & Pensions (DWP) - 1 post

This is the biggest CLG team and is based in London, Leeds and Manchester. The post on offer is based in Leeds with responsibility for managing a small team of DWP lawyers. The team provides a wide range of commercial legal advice supporting the delivery of the full range of DWP's policy objectives and responsibilities. As an example, the team is currently advising in relation to the procurement of an intensive personalised services contract to implement a government initiative to support people with disabilities and other barriers to employment in securing work.

Department of Health & Social Care (DHSC) – 1 post

The team is comprised of approximately 20 lawyers. The range of commercial activity carried out by DHSC is very broad, and consequently the team provides a wide range of commercial advice.

The team's lawyers are based at One Kemble Street in London and at Lateral in Leeds with a Deputy Director located in each location who jointly lead the team. The successful applicant would be based in Leeds.

The post-holder will deliver a wide range of legal advice primarily covering public procurement, state aid, contractual/commercial and data protection issues. Public law, policy, intellectual property and other legislative issues also arise from time to time. There is the possibility of adjusting the precise responsibilities of the role to suit the particular skills and interests of the successful applicant. The work is varied and an appetite to understand and triage unfamiliar legal problems is required. The post offers considerable autonomy and scope for client development as well as involvement in the wider management of the team and its relationship with DHSC.

The successful applicant will therefore be expected to oversee the work of more junior lawyers, as well as, potentially, to take on formal line management responsibility for one or more Grade 7 lawyers.

At the point of making offers, there may be further posts available than those listed above.

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|--------------------------|-------------------|
| APPOINTMENT TERM: | Permanent |
| NUMBER OF POSTS: | 2+ |
| SALARY: | £58,700 - £71,000 |

Moves within the Civil Service

Successful candidates will transfer to GLD on a permanent basis. Successful candidates who are not currently on GLD's terms and conditions will be expected to transfer onto GLD's terms and conditions, whether on promotion or level transfer.

The transfer would be considered voluntary and so would not attract excess fares, travel costs or relocation costs.

Salary

Existing Civil Servants

We operate London and National pay scales. If you voluntarily move locations your salary will be revised to reflect pay for the location.

Any other allowances will not be retained on promotion.

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

All Candidates

If successful, candidates may be offered a salary uplift from the minima stated, but this will be dependent on experience, skills and performance at interview.

| | |
|-------------------------------------|--------------|
| TRAVEL REQUIRED: | Occasionally |
| GUARANTEED INTERVIEW SCHEME: | Yes |
| RESERVED/NON-RESERVED: | Non-reserved |

RECRUITMENT PROCESS:

ESSENTIAL CRITERIA

Technical – Legal Professional Skills

- Sound understanding of public and commercial law.
- Reliable legal judgment and appreciation of legal risk.
- Ability to think and advise strategically and creatively in a commercial context.
- Ability see legal issues in their wider context and advise accordingly.
- Sound analysis, using legal research to produce timely and fit for purpose advice.
- Ability to communicate advice effectively both in writing and orally.
- Demonstrative understanding of the role of lawyers in government.

Behaviour - Leadership

Welcome views and challenges from others, despite any conflicting pressures to ignore or give in to them. Stand by, promote or defend own and team's actions and decisions where needed. Seek out shared interests beyond own area of responsibility, understanding the extent of the impact actions have on the organisation. Inspire and motivate teams to be fully engaged in their work and dedicated to their role.

Behaviour – Communicating and Influencing

Communicate with others in a clear, honest and enthusiastic way in order to build trust. Explain complex issues in a way that is easy to understand. Deliver difficult messages with clarity and sensitivity, being persuasive when required. Monitor the effectiveness of own and team communications and take action to improve where necessary.

Behaviour – Managing a Quality Service

Demonstrate positive customer service by understanding the complexity and diversity of customer needs and expectations. Make clear, practical and manageable plans for service delivery. Proactively manage risks and identify solutions. Create regular opportunities for colleagues, stakeholders, delivery partners and customers to help improve the quality of service.

Behaviour – Developing Self and Others

Prioritise and role-model continuous self-learning and development. Identify areas individuals and teams need to develop in order to achieve future objectives. Ensure that development opportunities are available for all individuals regardless of their background or desire to achieve promotion.

Application Stage

You will be asked to provide a Statement of Suitability limited to 1000 words answering the question:

Why are you pursuing a Grade 6 role within the Commercial Law Group at this stage in your career?

In answering this question, candidates should have regard to the following criteria:

- Technical – Legal Professional Skills
- Behaviour – Leadership

Your application should demonstrate how you meet the 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

Should you be successful in being invited to interview, you will be assessed on your performance in all essential criteria as listed below, alongside strength-based questions:

1. Technical – Legal Professional Skills
 - Will be assessed using a written legal scenario
2. Behaviour – Communicating and Influencing
3. Behaviour – Managing a Quality Service
 - (Behaviours (2) and (3) will be assessed via an oral presentation to the interview panel based on your written answer (further information will be provided if successful at sift.)
4. Behaviour – Leadership
5. Behaviour – Developing Self and Others

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

We will allocate successful candidates to the most suitable vacancy available at the time of our offer. 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: <https://www.gov.uk/glp>

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

MINIMUM ELIGIBILITY CRITERIA

Professional Qualifications

You must be qualified to practice as a solicitor or barrister in England and Wales. Applicants qualified in a jurisdiction outside England and Wales will be required to undertake the Qualified Lawyers Transfer Scheme within five years of appointment or organisational start date if in a current qualified lawyer post, 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.

Please note that only those who joined the Civil Service, or an approved public body, through fair and open competition, in accordance with the Civil Service Commission's rules on recruitment, will be eligible to apply for an internal service-wide trawl. It is the responsibility of the individual to ensure their eligibility before applying. If you are in any doubt please consult your HR team for advice.

Fixed term appointees are eligible to apply if recruited through fair and open competition, and are in post at the time the application is made and will continue to be in post at the time they take up the appointment.

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);
- Obtain a minimum score for (i) the criteria 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 the GLS 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

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 in the first instance. If you are not satisfied with the response you receive from the Department, you can contact the Civil Service Commission.

