

HEADLINE INFORMATION

JOB TITLE: Litigation Specialist Senior Lawyers
DEPARTMENT: Government Legal Department.
DIVISION: Litigation Group

GLD is currently recruiting for Litigation Specialist Senior Lawyers (Private Law/ Personal Injury and Civil Litigation to work in a number of positions.

LOCATION: London
CLOSING DATE & TIME **12 pm (mid-day) Tuesday 28th May 2019**
INTERVIEW DATES: Interviews are expected to take place in June.
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: 6
SALARY RANGE: £61,800

The vacancy on offer is at Grade 6 with a salary of £61,800 (London).

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

Existing Grade 6s on level transfer will retain their current basic salary if it is within the GLD pay range. If 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, £61,800. 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.

TRAVEL REQUIRED:	Occasional travel might be required
GUARANTEED INTERVIEW SCHEME:	Yes
RESERVED/NON-RESERVED:	Non-reserved

WORK OF THE DEPARTMENT

The Department

The Government Legal Department (GLD) is the largest provider of legal services across government, working with over 180 government departments and agencies. From roads to rivers, and health to human rights, our work touches on most aspects of public life.

The department has more than 12 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 and Leeds.

Our vision is to be an outstanding legal organisation, committed to the highest standards of service and professionalism, as well as GLD being a brilliant place to work, where you can thrive and fulfil your potential.

Vacancy description

GLD's litigation lawyers conduct a wide range of often high profile cases. We have a substantial private law practice representing large Government Departments such as the Ministry of Justice and the Ministry of Defence. These teams deal with high profile group actions, actions under ECHR, personal injury, clinical negligence, misfeasance in public office, false imprisonment, malicious prosecution and other claims. Litigation lawyers also provide expert representation in relation to inquests and public inquiries. We regularly litigate through the higher courts to the Supreme Court and offer the opportunity to handle cases at the forefront of the developing law. Our senior litigators manage complex and varied caseloads within a supportive team environment, working alongside counsel from the Attorney General's Panels. They also play an important co-ordination role when litigation involves cross cutting legal issues for diverse Government Departments.

Litigation lawyers work closely with policy and advisory legal colleagues in client Departments to reduce the exposure to litigation risk and to develop realistic contingency plans when the litigation risk materialises.

GLD is committed to ensuring that our lawyers work collaboratively to deliver services to clients by sharing best practice, pooling collective wisdom, and sharing materials to minimise duplication of effort. By improving the quality and effectiveness of what we do for clients, while reducing cost, we offer value for money gains to hard-pressed client departments. We also improve our career offer by finding new ways to meet client demand, enabling staff to concentrate on added-value

legal work, maintain a good work-life balance and move easily and confidently between our divisions and groups.

For more information on the posts please see the Vacancy Annex attached with the advert.

The Recruitment Process

Posts are available in Litigation Group in 3 private law teams acting for the Ministry of Justice and the Ministry of Defence.

The Grade 6 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 will be expected to line manage between 2 and 5 Grade 7 Lawyers and lead mini-teams of up to 8 people including paralegal and litigation support staff. They will be expected to hold a caseload of complex and challenging cases, and to provide strong professional leadership helping to help build capability in the organisation in line with corporate objectives.

Post holders will be expected to demonstrate strong personal, legal and strategic analysis, sound judgement and pro activity. They should be able to command the confidence of senior clients and ministers. They will be expected to make valuable contribution to the wider team, the advisory and litigation communities in GLD, and the department as a whole through knowledge management, training, projects and other opportunities that demonstrate the GLD Values.

GLD is committed to flexible working, but business needs for some roles may limit the scope for particular working patterns. You are encouraged to contact the relevant manager to discuss the position for specific roles.

Applicants must [click](#) here to apply.

Essential/Desirable Criteria

Technical – Legal Professional Skills

- Sound understanding of private law, and the private law litigation process within the context of Government.
- Ability to conduct a caseload of complex personal injury, clinical negligence and private law cases and manage the representation of Government Departments at high profile inquests
- Reliable legal judgment and appreciation of legal risk
- Ability to think strategically and creatively, 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 effectively both in writing and orally.
- Demonstrative understanding of the role of lawyers in government and the key principles of public law.

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.

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

THE SELECTION PROCESS

Application Stage

Applicants must [click](#) here to apply.

Hard copy applications will only be accepted in exceptional circumstances.

You will be asked to provide a Statement of Suitability limited to 1200 words answering the question:

Why are you pursuing the role of a specialist Senior Lawyer (Private Law/ Personal Injury and Civil Litigation) in the Government Legal Department?

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. In support of your application we require you scan and attach the following as one document upload:

- CV limited to 2 sides of A4 with font no larger than Point 11. Please note that your CV will not

be assessed against the criteria and will only be used for reference in respect of your career history.

- Preference Form

To ensure that we can receive the attachments please scan documents at no greater than 150 dots per inch.

Please note: It is the individual's responsibility to ensure supporting documents are uploaded and are submitted as part of the application. If documents are missing and you have not informed us as to why then your application may be rejected at this stage as it will be an incomplete submission.

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
 - o Will be assessed using a written legal scenario
2. Behaviour – Communicating and Influencing
3. Behaviour – Managing a Quality Service
 - o (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>

DEPARTMENTAL CONTACT POINT

If you would like to discuss these posts 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

London.

Please note from the start of summer 2019, GLD Head Office will be moving from One Kemble Street London WC2B 4TS to 102 Petty France, Westminster, London, SW1H 9AJ. The move from our current building will be phased over approximately three months, and colleagues will be informed of an anticipated move date beforehand.

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

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

The recruiting department has specified this as: Applicants must be (or shortly to 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 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).

Chartered Legal Executives should note that the 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).

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 your 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 Border Agency's 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 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 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.



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