



Government
Legal Department



Grade 7 MOD Property Lawyers Bristol

HEADLINE INFORMATION

DEPARTMENT:	Government Legal Department (GLD)
DIVISION:	Ministry of Defence Legal Advisers
JOB TITLE:	Property Lawyer
LOCATION:	Bristol
CLOSING DATE & TIME:	Friday 14 June 2019, 12pm (midday)
INTERVIEW DATES:	Interviews will take place in early July 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.

APPOINTMENT TERM:	Permanent.
NUMBER OF POSTS:	Up to 2 posts
SALARY:	£47,400 – Grade 7 £42,844 - Legal Officer (less than 3 years' PQE)

The vacancy on offer is at Grade 7 with a salary of £47,400

If you are new to the Civil Service you will start on the minimum of the Grade 7 pay scale.

Existing Grade 7s 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 Grade 7 minima you will be raised to the minima of the pay range, £47,400. Any reserved rights to London Weighting or associated London allowances, will be consolidated into basic salary before the uplift to GLD Grade 7 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

The vacancies on offer are at Grade 7 at £47,400, but appointments to Legal Officer on a salary of £42,844 will be made where successful candidates have less than 3 years post qualification experience (PQE). Candidates appointed as a Legal Officer will re-grade to Grade 7 when they reach one year's service or 3 years PQE, whichever comes sooner (subject to satisfactory performance).

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

Please note that the Success Profiles recruitment framework will be used for this campaign. Further information can be found at <https://www.gov.uk/government/publications/success-profiles>

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.

Division

The post we are filling is in the Ministry of Defence (MOD) Legal Advisers, Property Law Team within the Commercial Law directorate. The post is based in Bristol, in the purpose built headquarters of the Defence Equipment and Support Agency at Abbey Wood. The team presently consists of 10 lawyers and a number of support staff. Within the team advice is given on the following particular specialist areas:

- Advising the Defence Infrastructure Organisation within the MOD in its real estate projects and transactions. You would be assisting in initial business planning decisions, appointing and working with external lawyers, advising on commercial property law issues, drafting contractual documentation, negotiating with buyers and tenants to ensure the best possible arrangements are put in place. The work calls, amongst other skills, for the ability to understand the commercial property world and practice;
- Advising on property law issues within commercial projects where infrastructure requirements arise. Projects are led by colleagues within the Commercial Law team and you would be working closely alongside them.

The Post

The incumbent of the post will:

1. Provide general legal advice to clients on property law (both residential and commercial) and property related topics (including to some level on environmental law, property litigation, agricultural law and planning law) through client meetings, legal clinics, emails, letters, memoranda or over the phone. Public law advice is necessary when dealing with judicial review and State Aid in the property context.
2. Carry out transactional property work through auctions, tenders and private treaty including contracts, leases, licences to occupy, easements, sales, acquisitions and landlord's licences and including;
 - a. drafting and negotiating all documents, letters and contracts associated with property transactions;
 - b. researching and analysing all relevant documents and case law to ensure the accuracy of advice and procedure;
 - c. corresponding with clients and opposing solicitors; and
 - d. attending meetings and negotiations with opposing parties
 - e. Serve and advise on the service of landlord and tenant notices
3. Contribute to business cases and briefings and assist in or formulate responses to Parliamentary Questions, Freedom of Information Act requests and business as usual requests for information relating to property law
4. Instruct Counsel and attend Conferences in complex matters, share counsel opinions with others in the team or client base who may benefit.
5. Create and Deliver training to surveyor clients from time to time and deal with knowledge gaps/additional workload that arises contribute to legal updates in writing or in person and assist in developing know how and precedents for use by the team
6. Assist and advise GLD and external legal colleagues from a property perspective where there are interactions with their work including litigation and commercial work
7. Work in a team including assisting or picking up transactions from colleagues to ensure that deadlines can be met and attending team meetings. To include leading a small team on major or complex projects to ensure the best outcome for all stakeholders.
8. Supervise and delegate work to the admin team and legal secretaries as appropriate
9. Administrative duties including work allocation, case management, completing time sheets, filing and GLD and Departmental reporting requirements
10. Keep up to date with changes and developments in the law by reading publications and attending appropriate training
11. Assist Grade 6/SCS colleagues in managing the property team by leading on or assisting with delegated areas of responsibility including organising training to clients and colleagues and managing interaction with external law firms
12. Line management responsibilities for HEO and SEO grade lawyers and/or ad-hoc line management responsibility to assist with long term absence cover.

Essential Criteria

Technical Legal Skills

- Sound understanding of property law.
- Reliable legal judgement and appreciation of legal risk.
- The ability to think strategically and creatively, see legal issues in their wider context and advise accordingly.
- Sound analysis, using secure legal research to produce timely and fit for purpose advice.

Motivational Fit

- We need to know how well our requirements and offerings match your aspirations.
- An understanding of the role of lawyers in Government.
- Please outline why you are motivated to join the Government Legal Department and how you feel you might contribute effectively to a role with GLD.

Behaviour: Communicating and Influencing

- Communicate with others in a clear, honest and enthusiastic way in order to build trust.
- Deliver difficult messages with clarity and sensitivity, being persuasive when required.
- Explain complex issues in a way that is easy to understand.

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.
- Proactively manage risks and identify solutions.

Behaviour: Working Together

- Actively build and maintain a network of colleagues and contacts to achieve progress on shared objectives.
- Challenge assumptions while being willing to compromise if beneficial to progress.
- Create an inclusive working environment where all opinions and challenges are taken into account and bullying, harassment and discrimination are unacceptable.

RECRUITMENT PROCESS

Application Stage

To apply for this position, candidates are asked to submit a personal statement answering the following question:

Why are you pursuing a Grade 7 Property Lawyer role within Ministry of Defence at this stage in your career?

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

- A form of words addressing the **Technical Legal Skills** (maximum 750 words) and **Motivational Fit** (maximum 500 words) competencies.
- Your employment history and experience as required through the application process.

- Confirmation of having achieved a minimum of a 2:1 degree in your first degree (in any subject). Where an applicant holds an overseas degree this should be equivalent to 2:1.

Applicants who do not have a 2:1 degree will be considered where satisfactory evidence of high level academic and/or professional achievement is provided.

We are serious about getting people with the right motivation and skills to be successful in our business. Candidates meeting the advertised minimum eligibility criteria may be asked to complete an online Critical and Verbal Reasoning Test before selection for interview.

We will email those applicants who meet the advertised minimum eligibility criteria a link to the test after the closing date but before the interview. Applicants will have 5 days to complete the test – please ensure you check your email inboxes carefully including junk folders as we cannot guarantee receipt. If concerned please contact the GLD Recruitment Team for advice (see contact details below).

Please click [here](#) to apply

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 Skills**
- **Motivational Fit**
- **Behaviour: Communicating and Influencing**
- **Behaviour: Managing a quality service**
- **Behaviour: Working Together**

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 Skills**.

You will then be asked to present your response to the interview panel. Your presentation will be assessed against **Communicating and Influencing** and **Managing a Quality Service**. Any follow up questions will assess **Technical Legal Skills**.

Working Together and **Motivational Fit** will be tested through situational and strengths based questions.

We appoint in strict order of merit. If you meet the minimum criteria for this position but are not successful in obtaining a Grade 7 Lawyer because the number of successful candidates after interview exceeds the number of available vacancies, we may hold a reserve list.

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 have any questions about these posts, or would like to have a discussion with a legal adviser within our property teams about working at MOD Legal Advisers, please contact:

Name: Bella Standord
Telephone: 03067989994
Email: Annabella.Sandford100@mod.gov.uk

RESOURCING TEAM CONTACT POINT

Name: GLD Recruitment Team
Telephone: 0845 3000 793 or 0117 923 4417
Email: govqualified@tmpw.co.uk

LOCATION

Abbey Wood, Bristol, BS34 8JH

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 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).

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](https://www.gov.uk) 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 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 GLD 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.

This post will require a higher level of security clearance in view of the sensitive nature of the work. 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's 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 2103436 or 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.