



Government
Legal Department

Government Legal Department
Employment Lawyer – TUPE (Grade 7)

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Background to Government Legal Department

The Organisation

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 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 1,800 employees, around 1,300 of who are solicitors or barristers. The department is based primarily in London but has teams in Bristol, 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.

The Group

GLD's Employment Group provides employment litigation and advisory services to central Government. It contains 90 lawyers, of which 8 are based in Leeds with the remainder in London, and 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 Prison Reform.
- b. Large scale multi party litigation (e.g. part time judicial office holder cases)
- c. Advice to Cabinet Office and CSEP on overarching civil service employment issues
- d. Transactional employment work (insourcing and outsourcing contracts involving staff transfers)

We are recruiting a lawyer to work in Team E4 in Leeds in this latter area, transactional work in the Group's TUPE and Transactional Hub (TTH). The TTH is involved in the employment aspects of Government contracts, in particular those involving insourcing or outsourcing. The TTH works very closely with GLD's Commercial Group.

The GLD prides itself on staff development and there will be opportunities in due course (3 to 4 years) to move within the Employment Group and the wider Government Legal Department.

Vacancy Description

Job Title	Employment Lawyer – TUPE
Vacancy Reference	1527993
Location	Leeds
Salary	<p>Grade 7 £47,025 (3 years or over PQE) Legal Officer £42,000 (0 to 2 years PQE)</p> <p>Legal Officers will regrade to Grade 7 after one years' service or the attainment of three years PQE, if earlier.</p> <p>Existing Civil Servants joining on:</p> <ul style="list-style-type: none"> • level transfer will retain their current salary (LO or G7 depending on PQE); • Promotion will receive an increase of 10% or an increase to GLD's Grade 7 minimum, (depending on PQE), whichever is the highest. Permanent allowances will be consolidated following the application of the 10% increase.
Vacancy Description and Person Specification	<p>Grade 7 Lawyer to work in the Employment Group initially on TUPE transactional work but in due course there will be opportunities to move within the Employment Group and the wider Government Legal Department.</p>
	<p>Essential Criteria (Key competences)</p> <p>Candidates should demonstrate the Grade 7 competencies in the Civil Service Competency Framework as well as Legal Professional Skills for Grade 7 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/436073/cscf_fulla4potrait_2013-2017_v2d.pdf, in particular:</p> <p>Essential Criteria (Key competences)</p> <p>The post holders must be able to demonstrate Legal Professional Skills at Grade 7 and meet the following competencies (at level 4 of the Civil Service Competency Framework) set out in bold below (the bullet points are examples of effective behaviours under those competences):</p> <p>Legal professional skills</p> <ul style="list-style-type: none"> • Sound understanding of employment law. • Reliable legal judgment 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.
- The ability to communicate advice effectively both in writing and orally.

Motivational Fit

- We need to know how well our requirements and offerings match your aspirations.
- We are looking for intellectually capable, highly motivated lawyers with powerful communication skills. You need to have good self-awareness and a commitment to using feedback to learn and develop as a professional.

Setting Direction – Making effective decisions

- Make difficult decisions by pragmatically weighing up the complexities involved against the need to act
- Analyse and evaluate data from various sources to identify pros and cons and identify risks in order to make well considered decisions
- Identify the main issues in complex problems, clarify understanding or stakeholder expectations, to seek best option

Engaging People – Collaborating and partnering

- Work as an effective team player, managing team dynamics when working across Departmental and other boundaries.
- Seek constructive outcomes in discussions, challenge assumptions but remain willing to compromise when it is beneficial
- Demonstrate genuine care for others, is approachable and build strong interpersonal relationships

Delivering results – Managing a quality service

- Exemplify positive customer service behaviours and promote a culture focused on ensuring customer needs are met
- Make clear, pragmatic and manageable plans for service delivery using programme and project management disciplines
- Create regular opportunities for staff and customers to help improve service quality and demonstrate a visible involvement

Delivering results – Delivering at pace

- Get the best out of people by giving enthusiastic and encouraging messages about priorities, objectives and expectations
- Review, challenge and adjust performance levels to

ensure quality outcomes are delivered on time, rewarding success

- Adopt clear processes and standards for managing performance at all levels
- Maintain effective performance in difficult and challenging circumstances, encouraging others to do the same.

Engaging People – Building Capability for All

- Ensure that individual and organisational learning and talent opportunities are fully exploited to enhance organisational capacity
- Coach and support colleagues to take responsibility for their own development (through giving accountability, varied assignments and on-going feedback)
- Establish and drive discussions to learn from experience and adapt organisational processes and plans
- Prioritise and role model continuous self learning and development, including leadership, management and people skills

For further information on the above please see the following:

‘Civil Service Competence Framework 2012-17: Level 4 – Grade 7 and 6 or equivalent’.

‘GLS Legal Professional Skills for LO, Grade 7, Grade 6’

https://civilservicelearning.civilservice.gov.uk/sites/default/files/competency_framework_level_4_grade_7_and_6.pdf

In deciding whether you will be sifted-in for an interview (where your performance in all seven competencies will be tested) the Selection Board will look at ‘Legal Professional Skills’, ‘Motivational Fit’ and your ‘Communication Skills’, as evidenced in your covering letter and CV (see Recruitment Process section, How to Apply, below for details)

Professional Qualifications

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 qualified to practise as a Solicitor, Barrister or Chartered Legal

	<p>Executive (i.e. Fellows) in England and Wales. 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.</p> <p>Applicants qualified in a jurisdiction outside England and Wales will be required to undertake the Qualified Lawyers Transfer Scheme within 12 months of appointment. The cost will not be met by GLD.</p> <p>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 where a 2.1 degree or higher is held), at CILEx Level 6*, in all of the following seven foundation subjects in law:</p> <ol style="list-style-type: none"> 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 <p>* 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.</p> <p>Chartered Legal Executives should note that the GLS 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).</p> <p>We also welcome applications from those who expect to qualify shortly.</p>
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Terms, Conditions and Benefits

The information offered in this document is supplied in good faith but does not in itself form any part of the contract of employment

Eligibility	The post advertised is to suitably qualified people in the external market, and on level transfer or promotion to existing Civil Servants and those in accredited Non-Departmental Public Bodies.
Appointment Term	Permanent

Working Arrangements	GLD is committed to flexible working, but business needs for some roles may limit the scope for particular working patterns. Flexible working is subject to regular review. Please contact Adele Callaghan (Adele.Callaghan@hays.com) or Katie Haggerty (Katie.Haggerty@hays.com) for further information about specific roles.
Salary Range	<p>Grade 7 £47,025 (3 years or over PQE) Legal Officer £42,000 (0 to 2 years PQE)</p> <p>Legal Officers will regrade to Grade 7 after one years' service or the attainment of three years PQE, if earlier. Existing Civil Servants joining on:</p> <ul style="list-style-type: none"> • level transfer will retain their current salary (LO or G7 depending on PQE); • Promotion will receive an increase of 10% or an increase to GLD's Grade 7 minimum, (depending on PQE), whichever is the highest. Permanent allowances will be consolidated following the application of the 10% increase.
Location	Relocation costs will not be reimbursed.
Travel Required	Some travel may be required. Travel and subsistence costs will be reimbursed in line with departmental policy.
Nationality	<p>The GLS is part of the wider Civil Service and therefore the Civil Service nationality rules apply.</p> <p>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:</p> <ul style="list-style-type: none"> • 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). <p>Please note that it is possible to meet the above nationality requirements and still not be legally entitled to work in the UK. UK Visas and Immigration operates a points-based immigration policy which applies to the migrants from outside the European Economic Area, Switzerland and Turkey.</p> <p>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</p>

	<p>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.</p> <p>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.</p>
Security Clearance	<p>Before the appointment of successful candidates can be confirmed, GLD will undertake background security checks. As part of this, we will need to confirm your identity, employment history over the past three years (or course details if you were in education), nationality and immigration status, and criminal record (unspent convictions only).</p> <p>Successful candidates will also be required to be cleared to SC (security check) level. Some posts will require clearance to a level higher than SC 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</p>
Reserved for UK Nationals	<p>Certain posts, notably those concerned with security and intelligence might be reserved for British citizens, but this will not normally prevent access to a wide range of developmental opportunities within the Civil Service. This is not a reserved post.</p>
Working Hours and Leave Allowance	<p>Those working full-time will be expected to work a 5-day week of 36 or 37 hours (excluding lunch breaks); 36 hours if you joined the Civil Service before 1 July 2013 or 37 hours if you joined the Civil Service on or after 1 July 2013 or are on modernised terms and conditions of service.</p> <p>The annual leave allowance for those who joined the Civil Service <u>before</u> 1st July 2013 is 26.5 days per annum, and then 31.5 days after 5 years' service, plus 9 public and privilege days.</p> <p>For those who joined the Civil Service <u>on or after</u> 1st July 2013, or for those on modernised terms and conditions, the annual leave allowance is 25 days and then 30 days after 5 years' service, plus 9 public and privilege days.</p>
Equality and Diversity	<p>GLD is an employer which promotes equality and aims to reflect the diversity of the society in which we live. It is committed to maximising the skills and potential of its entire staff. We welcome applications from all suitably qualified persons irrespective of disability, race, colour nationality, ethnic or national origins, gender, age, sexual orientation, gender reassignment, marital status or religion/belief.</p>

Civil Service Code	All Civil Servants are subject to the provisions of the Civil Service Code that details the Civil Service values, standards of behaviour and rights and responsibilities. For further information visit: https://www.gov.uk/government/publications/civil-service-code/the-civil-service-code
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 by telephone on 020 7210 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.

Recruitment Process

How to Apply	<p>Applications are asked to submit:</p> <ul style="list-style-type: none"> - A covering letter addressing the 'Legal Professional Skills' competency (recommended 750 words) and Motivational Fit (recommended 250 words). - A CV (no more than three A4 sides) - Confirmation of having achieved a minimum of a 2:1 degree in their first degree (in any subject). <ul style="list-style-type: none"> • Where an applicant holds an overseas degree this should be equivalent to 2:1. <p>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.</p> <p>Please send your completed application, supporting documentation and a completed Diversity and Monitoring form to Adele Callaghan (Adele.Callaghan@hays.com) or Katie Haggerty (Katie.Haggerty@hays.com), clearly stating the title of the vacancy that you are applying for.</p> <p>If you are unable to complete your application online, please contact Adele or Katie at Hays on 0113 200 3717 for details of how to complete a paper application.</p>
Overview of the Process	For this GLD campaign, only your 'Legal Professional Skills', 'Motivational Fit' and 'Communication' will be assessed at the application form/short-listing stage. Should you be successful in being invited to interview, your performance in all key competency

	<p>areas will be tested.</p> <p>A scenario based written exercise will be undertaken at the interview stage.</p>
Arrangements for Interview	Interviews will be in Leeds or London.
Candidates with Disabilities	<p>Some GLS departments have 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.</p> <p>To meet the minimum criteria, candidates applying under the terms of the Guaranteed Interview Scheme (GIS) must:</p> <ul style="list-style-type: none"> • Meet all aspects of the stated minimum eligibility criteria (i.e. academic, nationality, and professional criteria); • Obtain a minimum score for (i) the GLS core competencies being assessed at the application stage and (ii) against any job specific criteria specified. <p>Candidates applying under the terms of the GIS, who meet the minimum criteria outlined above, will be invited to attend an interview.</p>
Closing Date	Monday 20 February 2017.
Further Information and Contact for Application Enquiries	<p>For further information about the post please contact: Adele Callaghan (Adele.Callaghan@hays.com) or Katie Haggerty (Katie.Haggerty@hays.com) or on 0113 200 3717.</p>

Indicative Timeline

Advert Closing Date	Monday 20 February 2017
Interviews	Scheduled for Mid/Late March