

VACANCY NOTICE

GOVERNMENT LEGAL DEPARTMENT

LITIGATION LAWYERS

NOVEMBER 2017

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HEADLINE INFORMATION

JOB TITLE:	G6/G7 Lawyer
DEPARTMENT:	Government Legal Department
DIVISION:	Litigation Group
LOCATION:	Leeds
CLOSING DATE & TIME	Wednesday 6 December 2017, at midday
INTERVIEW DATES:	From mid-January 2018
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:	Grade 6: 1 - 2 Grade 7: 3 - 4
SALARY RANGE:	Grade 6: £58,150 Grade 7: £47,025 Legal Officer: £42,420

The vacancies on offer are at Grade 6 with a starting salary of £58,150 and Grade 7 with a starting salary of £47,025 (both National). Appointments to Legal Officer will be made where successful candidates have less than three years post qualification experience. Candidates appointed as a Legal Officer will re-grade to Grade 7 when they reach one year's service or three years PQE which ever comes sooner (subject to satisfactory performance). Please note that starting salary is non-negotiable.

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

WORK OF 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 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 2,200 employees, around 1,600 of whom are solicitors or barristers. The department is based primarily in London but has teams in Bristol and Leeds and is planning an expansion of the Leeds office with a new dedicated office located a few minutes walk from Leeds City Station opening in late 2017. The office will be home to GLD's existing Leeds teams which are currently located elsewhere in Leeds as well as new recruits from Commercial, Employment and Litigation specialisms.

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.

Vacancy description - The Litigation Group

Litigation Group provides litigation services on a range of public and private law matters to most government departments. We handle over 30,000 cases a year across 14 Deputy Director led teams in 2 Divisions. Each Division is responsible for public and private law litigation organised around our biggest client departments and sharing the remaining work for smaller departments.

Litigation lawyers work closely with operational and policy clients, reporting to ministers, to secure the best outcomes for litigation brought against the government. The advertised posts are in the Ministry of Justice Private Law litigation teams at Grade 7 (lawyer) and Grade 6 (senior lawyer) level and are for specialist civil litigation roles.

The posts will involve representing the Ministry of Justice in personal injury and other civil litigation. The teams litigate a full range of personal injury claims, the majority of which are on behalf of HM Prison Service. The cases include high value personal injury claims involving death or life changing injuries and cases which break new ground in the law (e.g. Cox –v- MOJ (Supreme Court) which extended the law of vicarious liability was a recent case in the team). The teams also deal with a significant number of Human Rights Act claims and other tort claims such as false imprisonment, assault and misfeasance in public office. We also represent the Ministry of Justice at approximately 200 inquests a year relating to deaths in prison custody. Our work frequently has a high media profile and ministerial interest.

Team Structure

There are currently two London based GLD teams handling these claims comprising around 30-35 lawyers each, with additional staff providing administrative and casework support. Each team is led by a Senior Civil Service (SCS) Deputy Director and divided into mini-teams led by a Grade 6 senior lawyer. Much of the work for the Ministry of Justice is based in the regions and, as part of GLD's expansion of the Leeds office we are looking to strengthen our specialist lawyer resource by basing some private law litigation work in Leeds. The advertised roles will be in one of two new mini-teams led by Grade 6's. The mini teams will form part of the two existing London-based teams and be led by the existing Deputy Directors.

Grade 7 lawyers recruited to these posts will manage a caseload of 60 - 80 cases comprising personal injury, other civil litigation claims and inquests. Some travel may be required, in particular, to attend inquests. The caseload, which is primarily defendant work, includes claims at all stages of proceedings and levels of complexity except for low value pre-action work which is dealt with by the department's claims handlers. The post-holders will be required to develop good working relationships with clients and colleagues in order to manage these cases proactively to achieve the best outcome for the client. Grade 7 lawyers may also work on some of the most complex cases as part of a pair or team of lawyers. There may be the opportunity to manage more junior staff (admin support staff). Post holders will also be expected to contribute to valuable activities beyond casework such as developing knowhow and providing training to clients and colleagues.

Grade 6 lawyers recruited to these posts will:

1. Lead a team of lawyers, providing day to day legal direction and guidance; and undertake formal line management responsibilities.
2. Set the direction for the handling and management of highly complex cases, in consultation with their Deputy Director and counsel, communicating litigation handling strategy to their team
3. Where appropriate organise and supervise the instruction and use of counsel teams effectively in line with securing the best possible use of resources and outcomes.
4. Assist in the management of and supervision of other non-complex cases in their mini team
5. Manage day to day relationships with key clients, providing effective and strategic legal advice, regular updates and client legal awareness training as necessary
6. Oversee case handling day to day, including undertaking formal supervisory review functions (in compliance with GLD's quality standards and Lexcel) for cases being handled within their mini team
7. Identify case risks and report those to the Deputy Director
8. Work with the Deputy Director as part of the leadership team.

Grade 6 is a key leadership role within the Litigation Group. Post-holders will have direct line management of up to 5 G7s and also have support staff within their management chain. The post-holder will be expected to provide strong professional leadership while holding a caseload of complex and challenging cases. Post holders will demonstrate strong personal legal and strategic analysis, judgement and pro-activity, while making a valuable contribution to the wider team, Litigation Group and GLD through Knowledge Management, training, projects and other opportunities that demonstrate the GLD Values.

RECRUITMENT PROCESS

To Apply:

Applicants are asked to submit:

- A form of words addressing the 'Legal Professional Skills (maximum 750 words) and Motivational Fit (250 words) competencies. A mark assessing quality of written communication will be assessed based on responses to the above competencies.
- Your employment history and experience as required through the application process.
- Successful completion of a Critical Reasoning Test
- Confirmation of having achieved a minimum of a 2.1 degree in their 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.

If you are unable to complete your application online, please contact GLSQualified@TMPW.co.uk for details of how to complete a paper application.

After interview, the panel will determine which grade candidates should be offered at. This decision will be based on the level of performance against the specific Legal Professional Skills criteria and requirements of the remaining competencies (details of what is required at each grade is in the Person Specification below).

Following interviews, two merit lists will be produced; one for Grade 7 and one for Grade 6. Posts will be allocated for each grade based on the merit order of these lists.

If selected, on the day of the interview you will be asked to undertake a written exercise in addition to the traditional interview. We may hold a reserve list for each grade should the number of successful candidates after interview exceeds the number of available vacancies.

PERSON SPECIFICATION

We are looking for intellectually capable, highly motivated and with strong oral and written communication skills. You need to have good self-awareness and a commitment to using feedback to learn and develop as a professional. You must be able to demonstrate Legal Professional Skills at Legal Officer/Grade 7/Grade 6 level.

Legal professional skills

- Good knowledge and experience of personal injury and/or HRA and other tort based litigation; 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.
- Excellent legal analysis, using secure legal research to produce timely and fit for purpose advice. The ability to communicate advice effectively both in writing and orally.
- Good understanding of the role of lawyers in government.

In addition to the above applicants for Grade 6 posts must demonstrate:

- At least six years' post qualification experience in a personal injury and/or HRA/tort based litigation role.
- Substantial experience (at least 6 years) of conducting complex claims and of contributing significantly to legal analysis and the development of litigation strategy using tactical experience/knowhow.
- At least 6 years' experience of a management role, providing direction and supervision to more junior lawyers, preferably involving group, large scale or complex litigation.

Motivational Fit

We need to know how well our requirements and offerings match your aspirations.

- Please describe how you are suited to working as a Government Lawyer.
- Please outline how you feel you might contribute effectively to a role with the GLD.

For this GLD campaign, only the 'Legal Professional Skills', and 'Motivational Fit' competencies, as well as your written communication, as evidenced in your written statements, will be assessed at the application form/short-listing stage. Should you be successful in being invited to interview, your performance in all of the key competency areas will be tested. These are summarised below:

Legal Professional Skills – as above

Motivational Fit – as above

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 documents:

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

'Legal Professional Skills for LO, Grade 7, Grade 6'

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/436073/cscf_fulla4_potrait_2013-2017_v2d.pdf

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: glsqualified@tmpw.co.uk

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 about to become) qualified to practise as a Solicitor, Barrister or Chartered Legal Executive 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. Applicants qualified in a jurisdiction outside England and Wales will be required to undertake the Qualified Lawyers Transfer Scheme within 12 months of appointment. GLD will not meet the cost.

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 where a 2.1 degree or higher is held), 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 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).

For Grade 7 posts we also welcome applications from those who expect to qualify shortly. Applicants for G6 litigation lawyer roles must have at least 6 years' PQE.

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).

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.

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 GLD 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 by the 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.

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>

DATA PROTECTION

The information which you provide will be protected and processed for the purpose of successful completion of the Baseline Personnel Security Standard, in accordance with the requirements of the Data Protection Act 1998.

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.



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 either by telephone 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.