



**VACANCY NOTICE**

**HM REVENUE AND CUSTOMS**

**LITIGATION AND ADVISORY LAWYERS**

**JANUARY 2015**

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## HEADLINE INFORMATION

<b>JOB TITLE:</b>	Lawyer
<b>DEPARTMENT:</b>	HM Revenue & Customs (HMRC)
<b>DIVISION:</b>	Legal
<b>LOCATION:</b>	London
<b>CLOSING DATE &amp; TIME</b>	Midday on Wednesday 28 January 2015
<b>INTERVIEW DATES:</b>	9 March – 20 March 2015
<b>WORKING ARRANGEMENT:</b>	Full time / Part time
<b>APPOINTMENT TERM:</b>	Permanent / Fixed Term Appointment
<b>NUMBER OF POSTS:</b>	Various
<b>SALARY RANGE:</b>	Grade 7 Lawyer: £53,196 (there is the possibility of higher starting salary for strong candidates)
<b>SALARY DETAILS:</b>	Candidates with less than two years' PQE will be appointed as a 'Legal Officer' on a salary of £37,990
<b>TRAVEL REQUIRED:</b>	Sometimes
<b>CRB REQUIRED:</b>	Yes
<b>GUARANTEED INTERVIEW SCHEME</b>	Yes
<b>RESERVED/NON-RESERVED POST</b>	Non-reserved

# VACANCY DESCRIPTION

## HMRC Solicitor's Office

The Solicitor's Office is an integral part of HMRC. It is headed by the General Counsel and Solicitor, Gill Aitken, and includes approximately 200 lawyers who advise on legal issues arising from HMRC's policy and operational work and conduct the Department's litigation.

We are responsible for advising Treasury ministers and HMRC on tax law. We work closely with Treasury and HMRC colleagues in developing policy and on proposals for the Budget and Autumn Statement. We also implement policy through primary and secondary legislation, principally the annual Finance Bill. HMRC lawyers produce the highest volume of secondary legislation in the Government Legal Service

We conduct litigation in the most significant and valuable cases for HMRC. As well as the Tax Tribunals, this caseload regularly takes us to the higher UK Courts as well as the European Courts. We have had Lexcel accreditation since 2009.

Our legal work is high quality and covers a broad range of subjects. In addition to tax and excise law (which have a significant European law dimension), our advice covers a range of general public law issues for HMRC, including human rights, administrative law and freedom of information.

Our lawyers work in specialist teams handling specific areas of work. Each team tends to focus on either policy and operational advisory work or litigation. An HMRC lawyer can expect to move teams every few years to build up a wealth of skills and experience. Specific work areas include:

- Business Tax
- Personal Tax and National Insurance
- Direct Tax Litigation
- VAT and Excise Litigation

- Benefits and Credits
- Excise and Environmental Taxes
- Property Taxes
- Information Law
- Criminal Law Advice
- Civil Enforcement
- Rating and Valuation
- Tax Enforcement and Insolvency
- Commercial Law

We have vacancies for lawyers to undertake both policy and operational advisory work (which includes drafting legislation) and litigation work.

Applications are welcomed from qualified lawyers (solicitors and barristers) irrespective of post qualification experience.

We are looking for bright, enthusiastic and ambitious lawyers, with a commitment to delivery for HMRC.

## **WORK OF THE DEPARTMENT**

[Click here](#) to be directed to the GLS departments' information page on the GLS website where you can read more in-depth information.

# THE PERSON SPECIFICATION

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. In addition, the application and interview process will seek evidence of the following competencies:

- **Legal Professional Skills**

Effectiveness in this area is about understanding and applying relevant features of the law – this includes having an understanding of the main features of public law; reliable legal judgement and an appreciation of legal risk; and being able to produce sound analysis, using secure legal research.

- **Making Effective Decisions**

Effectiveness in this area is about being objective; using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. It means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well reasoned justifiable decisions.

- **Delivering at Pace**

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. It's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.

- **Managing a Quality Service for Clients**

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements, and having the ability to work well with clients and colleagues at all levels. In the legal context it is about working constructively with clients to achieve solutions which are legally sound while meeting client needs.

- **Collaborating and Partnering**

Effectiveness in this area is about creating and maintaining positive, professional and trusting working relationships with others (i.e. clients and colleagues at all levels within and outside the Civil Service) to help get business done; it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions. It is also about demonstrating self-awareness and the ability to use feedback to learn and develop.

- **Motivational Fit**

This is about how well the individual's aspirations match with the organisation's needs and offerings (as well as the team applied to).

The application form asks for evidence of some of these competencies and when completing your application you will be asked to provide written examples of where you have demonstrated these

You are not asked to provide evidence of all the competencies in the application form. All competencies will be tested at interview.

## **CRITICAL REASONING TEST**

Please note that as part of this process you will be required to complete an Online Critical Reasoning Test. You should receive an invitation to take the test on **Thursday 29 January 2015**, with the deadline for completion by **Midday on Tuesday 3 February 2015**.

## **GLS 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.

### **Professional Qualifications**

The recruiting department has specified this as: Applicants must be qualified to practise as a solicitor or barrister in England and Wales (or be about to become qualified in the next couple of months i.e. within 2-3 months). You must have completed a training contract/pupillage, or have been exempted from this by the Law Society or the Bar Council. Applicants qualified in a jurisdiction outside England and Wales will be subject to the rules of the professional bodies

which may require those wishing to practise in England & Wales to undertake the Qualified Lawyers Transfer Scheme (QLTS).

## **Nationality**

The GLS 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 at [Civil Service website](#).

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 Border Agency](#) 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.

## **GUARANTEED INTERVIEW SCHEME**

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.

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); and
- Obtain a minimum score set against (i) the GLS core competencies being assessed at the application stage (including via the Critical Reasoning Test) and (ii) against any other essential 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.

## **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 GLS Recruitment Team.

**For further information please download and read the 'Information for Candidates' booklet from the [vacancies page](#) on the GLS website.**

## **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: GLS Recruitment Team

Telephone: 0845 3000 793 or 0117 923 4417

Email: [glsqualified@tmpw.co.uk](mailto:glsqualified@tmpw.co.uk)

# COMPLAINTS PROCEDURE



GLS Departments' 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 Lisa Ezekiel on 03000 589 357 or at [lisa.ezekiel@hmrc.gsi.gov.uk](mailto:lisa.ezekiel@hmrc.gsi.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.