

# GLS QUALIFIED LAWYER RECRUITMENT VACANCY NOTICE

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## Headline information

<b>JOB TITLE:</b>	Lawyers
<b>DEPARTMENT:</b>	Department of Energy and Climate Change (DECC)
<b>DIRECTORATE:</b>	DECC Legal
<b>LOCATION:</b>	London
<b>CLOSING DATE &amp; TIME</b>	Midday on Wednesday 8 October 2014
<b>INTERVIEW DATES:</b>	Monday 3 November to Friday 14 November (expected)
<b>WORKING ARRANGEMENT:</b>	Full time / Part time / Job share
<b>APPOINTMENT TERM:</b>	Permanent
<b>NUMBER OF POSTS:</b>	Up to 7
<b>SALARY RANGE:</b>	£38,093 to £60,061 (depending on PQE)
<b>TRAVEL REQUIRED:</b>	Yes
<b>CRB REQUIRED:</b>	Yes
<b>GUARANTEED INTERVIEW SCHEME:</b>	Yes
<b>RESERVED/NON-RESERVED</b>	Non-reserved

## Vacancy description

We are the Department of Energy and Climate Change (DECC), and we are working to make sure the UK has secure, clean, affordable energy supplies and to promote international action to mitigate climate change. We are essential to the delivery of the Government's growth agenda. Our lawyers shape and create the legal framework and advise on the delivery of DECC's business. Whether you are experienced or newly qualified, join our legal team and you will be at the heart of big, headline-grabbing issues, from the green deal and energy efficiency, climate negotiations and carbon trading to fuel poverty, nuclear power, renewables, secure energy supplies and electricity market reform.

DECC Legal has a complement of around 55 lawyers, headed by Serena Hardy, Legal Adviser and Director of Legal Services, and is based in the Department's HQ offices in Whitehall Place, in the heart of Whitehall. We are organised into seven flexible teams, and work closely with ministers and policy officials in the Department and across Whitehall. As part of moves towards sharing legal services under the Civil Service Reform Plan, it is anticipated that DECC's lawyers will become part of the Treasury Solicitor's Department (while remaining located at DECC's offices). DECC Legal and the Treasury Solicitor's Department are within the Government Legal Service (the GLS).

The policy and political environment is fast-moving, and DECC has a major legislative and regulatory portfolio. DECC's lawyers need to ensure that the Department receives high quality legal advice on the full range of public law issues. The work involves advising on the development of government policy, working with Parliamentary Counsel on primary legislation and drafting secondary legislation. DECC does not conduct its litigation, but instructs the Treasury Solicitor's Department on cases in which it is involved. The Department needs robust support in taking decisions, which are often controversial, and in defending challenges to them. It needs support in its commercial and contract work. Major matters we expect to be advising on in the next year include:

- emissions trading
- smart grids and smart meters
- the renewable heat incentive
- fuel poverty
- carbon budgets and carbon reduction
- home energy efficiency, including the Green Deal
- gas/electricity transmission reform, both nationally and internationally
- electricity market reform (including the issuing of contracts for difference to low carbon generators, and the establishment of a Capacity Market to ensure security of electricity supply)
- content of the strategy & policy statement identifying the outcomes to be achieved in implementing energy policy
- oil, gas and coal
- unconventional oil and gas
- carbon capture and storage
- facilitating new renewable and nuclear development
- nuclear security and liabilities
- radioactive waste
- non-proliferation
- emergency planning
- international climate change negotiations
- international energy treaties
- international climate finance
- managing the UK's energy legacy
- EU initiatives including on energy efficiency, renewable and low carbon energy, and on environmental protection and energy infrastructure
- the EU Third Energy Package
- national infrastructure consents
- ensuring the integrity of wholesale energy markets
- DECC's own corporate and commercial matters.

Successful applicants will work in one or more of the areas listed above. Applications are welcome from all qualified lawyers irrespective of when they qualified. We also welcome applications from those who expect to qualify shortly.

We are looking for people who are willing to gain experience and skills as a government lawyer, to apply them in a number of specialist areas and to move periodically from one area to another. We will provide strong support to help you acquire the necessary expertise.

## **Work of the department**

You can read more about our work in the '[Guide to the GLS Departments](#)' document on the [GLS website](#).

## **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
- Making Effective Decisions
- Collaborating and Partnering
- Managing a Quality Service for Clients
- Delivering at Pace
- Motivational Fit

When completing your application you will be asked to provide written examples of where you have demonstrated the competencies listed above.

## **Critical reasoning test**

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 9 October, with the deadline for completion by Midday on Tuesday 14 October.

Please note that only the application forms of those candidates who pass this test will be put forward to be considered for interview.

## **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  
Tel: 0845 3000 793 or 0117 923 4417  
E-mail: [glsqualified@tmpw.co.uk](mailto: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.

### Professional Qualifications

Applicants must be (or about to become) qualified to practice as a solicitor or barrister in England and Wales. 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 a 'non-reserved' post, as most of our posts 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).

Further 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.

## Guaranteed Interview Scheme

DECC 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 academic, nationality, residence and professional criteria; and
- obtain a minimum score set against the critical reasoning test and the GLS core competencies being assessed at the application stage.

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 on the [GLS website](#).**



## 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 Martin Bond in the first instance on 0300 068 5635 or at [Martin.Bond@decc.gsi.gov.uk](mailto:Martin.Bond@decc.gsi.gov.uk).

If you are not satisfied with the response you receive from the Department, you can contact the Civil Service Commission.