

## GLS QUALIFIED LAWYER RECRUITMENT VACANCY NOTICE

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## Headline information

<b>JOB TITLE:</b>	CLS-CL B2 Commercial Lawyer
<b>DEPARTMENT:</b>	Ministry of Defence
<b>DIVISION:</b>	Central Legal Services – Commercial Law
<b>LOCATION:</b>	Abbey Wood, Bristol
<b>CLOSING DATE &amp; TIME</b>	Wednesday 15 <sup>th</sup> October <b>12 pm (mid-day)</b>
<b>INTERVIEW DATES:</b>	17th – 21 <sup>st</sup> November 2014
<b>WORKING ARRANGEMENT:</b>	Full time / Part time / Job share
<b>APPOINTMENT TERM:</b>	Permanent
<b>NUMBER OF POSTS:</b>	3
<b>SALARY RANGE:</b>	£49,161
<b>SALARY DETAILS:</b>	Grade 7 (Band B2)
<b>TRAVEL REQUIRED:</b>	Sometimes
<b>CRB REQUIRED:</b>	No
<b>GUARANTEED INTERVIEW SCHEME:</b>	Yes
<b>RESERVED/NON-RESERVED</b>	Non-Reserved

## Vacancy Description

Central Legal Services in the Ministry of Defence provides advice to an organisation that is a Department of State, a military force and one of the country's largest employers, with its own education, housing and health services operating world-wide. We now have opportunities for 3 Grade 7 lawyers in the Commercial law (CL) team which is based at the MoD's site at Abbey Wood, Bristol. Further information about the work of the team is given below.

Posts in the MoD all require some form of security clearance, usually at SC level, depending on the nature of the work.

The CL team is based in Bristol. The team consists of 8 Grade 6 (B1) lawyers, 17 Grade 7 (B2) lawyers and 8 other legally-qualified staff. It is headed by an SCS PB1 lawyer. It is looking specifically for Grade 7 lawyers who have commercial law experience.

The team provides commercial advice to the MoD across the full range of commercial work, including procurement, competition law, Major Projects work, regulatory law, PPP/PFI, TUPE, international agreements and property transactions. In addition to dealing with specific transactions or projects, they also advise on the interface between public and private law, for

example when defence contractors are working in alliance with sovereign governments. They also provide input to litigation and other forms of dispute resolution, and have an “intelligent customer” function in respect of any work that is put to the private sector. The lawyers are also engaged on the MOD’s internal commercial approvals process.

The team is based on-site with its main client, the Defence Equipment and Support organisation in modern offices at the MoD Abbey Wood site, not far from Bristol city centre.

Closing date for applications is **12PM on Wednesday 15<sup>th</sup> October**

## 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 and the ability to achieve commercial outcomes. You need to have good self-awareness and a commitment to using feedback to learn and develop as a professional, as well as contributing to the growth of others and our wider capability. 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.**

## 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)

## 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 (or about to become) qualified to practise 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.

### 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. [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.

## 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 and (ii) against any essential job specific (legal and/or non-legal) 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.



## 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 Ryan Miller in the first instance on 030 679 83822 or at [CLS-CLPTMgr@mod.uk](mailto:CLS-CLPTMgr@mod.uk)

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