



VACANCY NOTICE

TREASURY SOLICITOR'S DEPARTMENT

COMMERCIAL LAWYERS

JANUARY 2015

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HEADLINE INFORMATION

JOB TITLE:	Commercial Lawyer (Grade 7)
DEPARTMENT:	Treasury Solicitor's Department (TSol)
DIVISION:	Commercial Law Group (CLGp)
LOCATION:	Central London (various)
CLOSING DATE & TIME	Midday on Wednesday 4 February 2015
INTERVIEW DATES:	16 March 2015 to 27 March 2015
WORKING ARRANGEMENT:	Full time / Part time / Job share
APPOINTMENT TERM:	Permanent / Fixed Term Appointments (if awaiting QLTS)
NUMBER OF POSTS:	20
SALARY RANGE:	£47,557 to £58,200 plus excellent pension benefits
SALARY DETAILS:	<p>£47,557 to £58,200 (salary dependent on PQE, skills and performance at interview). The salary scale above is for candidates with a minimum of 2 years PQE.</p> <p>Where successful candidates have less than 2 years PQE they will be offered either £42,763 (1 to 2 years PQE) or £35,582 (<1 year PQE) appointed as Legal Officer.</p> <p>Legal Officers will then re-grade to the Grade 7 salary after 1 year successful service or the attainment of 2 years PQE whichever is sooner.</p> <p>In line with common practice, existing civil servants successfully appointed will retain their current salary, or move to the minimum of the relevant TSol salary scale, whichever is higher.</p>
TRAVEL REQUIRED:	Sometimes
CRB REQUIRED:	Yes
GUARANTEED INTERVIEW SCHEME:	Yes
RESERVED/NON-RESERVED	Non-reserved

VACANCY DESCRIPTION

Government commercial lawyers are called upon to provide legal support in a wide range of contexts, often as part of delivering major Government initiatives. An increasing feature of Government practice is the delivery of more and more key public services through complex commercial contracts and arrangements, often run in parallel with legislative and policy initiatives or to fulfil them. This varied and interesting work includes advising on public procurement, commercial contracts, research and development contracts, intellectual property rights and can include drafting of major contractual documents, procurement documents and contract specifications. Effective contract and supplier management is essential, and increasingly high-profile, to extract maximum value from commercial relationships, and commercial lawyers can also be called upon to advise on handling performance issues and disputes. The Commercial Law Group (CLGp) therefore includes a specialist commercial litigation and dispute resolution team based in London, which deals with these important aspects in conjunction with colleagues across the group if litigation starts. There is a mix of contentious and non-contentious work. Members of the Group are divided into teams who support individual Departments in their commercial arrangements, and lawyers can expect to be involved in some of the most high profile, complex and far reaching commercial issues in government.

The Commercial Group has teams co-located with clients in most Government Departments, for instance: Department for Work & Pensions, Department of Health, Ministry of Justice, Department for the Environment, Food & Rural Affairs, Department for Transport and the Home Office. There are a small number of Government Departments which retain their own commercial teams outside of TSol, and there may be posts available in these Departments (as part of the wider Government Legal Service eg HMRC). The sheer variety of work is impossible to capture in this advert, you are advised to research our clients' business priorities on their websites, and/or via this link [Click here](#).

WORK OF THE DEPARTMENT

The Treasury Solicitor's Department (TSol) is the largest provider of legal services across Government, working with over 180 Government Departments and agencies. We are currently engaged in a major change programme within Civil Service Reform – to create a single shared legal service for Government. This will build on our recent success developing TSol as a public sector exemplar of a cutting edge, business driven provider of professional services.

TSol has a strong culture driven by our values. We score consistently highly in terms of staff engagement and other key indicators in the annual Civil Service People Survey. Our values underpin the aim of the new shared legal service to provide consistent, joined-up, high quality legal services to Government as a whole while continuing to meet the legal requirements of individual Departments. We aim to be the best for clients, the best for our people, and the best in the business.

[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, in particular:
 - A constructive approach to providing legally sound risk based advice in a policy context
 - An ability to negotiate effectively and to draft contractual terms
 - An ability to manage the provision of outsourced legal services and spend
 - A good working knowledge of and experience of public procurement law issues

- 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

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 5 February 2015**, with the deadline for completion by **Midday on Tuesday 10 February 2015**.

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

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, we 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 qualified to practise as a solicitor or barrister in England and Wales and **should** have a minimum of 2 years' Post Qualification Experience (PQE). 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). Where candidates have yet to successfully pass QLTS, they will be appointed on a Fixed-Term basis. Applications from those with less than 2 years' PQE will be considered, but will be appointed to the Grade of Legal Officer. Legal Officers can be re-graded to Lawyer Grade 7 after 12 months effective service, or 2yrs PQE whichever comes sooner.

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.

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

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 Caroline Anerville on 0207 210 3436 or at Caroline.Anerville@tsol.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.