

VACANCY NOTICE

TREASURY SOLICITOR' S DEPARTMENT

LITIGATION AND ADVISORY LAWYERS

OCTOBER 2014

Table of contents

HEADLINE INFORMATION	3
VACANCY DESCRIPTION	4
Litigation Lawyers	4
Advisory Lawyers	5
THE RECRUITMENT PROCESS	6
WORK OF THE DEPARTMENT.....	7
PERSON SPECIFICATION	8
DEPARTMENTAL CONTACT POINT	8
GLS MINIMUM ELIGIBILITY CRITERIA.....	8
Academic.....	8
Professional Qualifications	9
Nationality.....	9
Guaranteed Interview Scheme	10
Pre-employment Checks.....	11
Data protection.....	11
COMPLAINTS PROCEDURE	13

HEADLINE INFORMATION

JOB TITLE:	Lawyers – Litigation and Advisory
DEPARTMENT:	The Treasury Solicitor’s Department (TSol)
DIVISION:	Vacancies within the Litigation Group and Advisory Divisions

TSol is currently recruiting for qualified lawyers to work in a number of positions. The majority of posts exist in the specialist Litigation Group where successful candidates will manage a broad range of varied case work. In addition we are looking for qualified lawyers to work in a number of client-facing positions collocated in central Government Departments.

LOCATION:	London
CLOSING DATE & TIME	Midday on Wednesday 29 October 2014
INTERVIEW DATES:	Late November – early December 2014
WORKING ARRANGEMENT:	Full time, but some part time and job share posts may be available.
APPOINTMENT TERM:	Permanent
SALARY DETAILS:	Grade 7: £47,557 (3 years or over PQE) Legal Officer: £42,763 (1 to 3 years PQE) Legal Officer: £35,582 (less than 1 year PQE)

The vacancies on offer are at Grade 7 with a starting salary of £47,557, but Legal Officer appointments will be made where successful candidates have less post qualification experience. Candidates appointed at Legal Officer grade, will re-grade to Grade 7 when they reach 1 year service or 3 years PQE whichever comes sooner (subject to satisfactory performance).

TRAVEL REQUIRED:	Sometimes
CRB REQUIRED:	Yes
GUARANTEED INTERVIEW SCHEME:	Yes
RESERVED/NON-RESERVED	Non-Reserved

VACANCY DESCRIPTION

We are looking for Grade 7 Lawyers to work in our Litigation Group and a number of our Advisory Divisions. This competition does not cover specialist employment law or commercial law posts. Future competitions may cover such posts. We are looking for experienced and newly qualified lawyers. We also welcome applications from those who expect to qualify shortly.

We are looking for people committed to an initial posting in litigation or advisory work. While previous experience or knowledge may be relevant to some vacancies, Government work is likely to involve a rapid learning curve to acquire legal skills and knowledge not required in private practice. Strong intellectual and analytical skills are important. We will provide support to help you acquire the necessary expertise and have a thriving CPD-accredited in-house training programme.

Litigation Lawyers

The actions and decisions of government are under increasing scrutiny and challenge. Military action overseas, immigration policy, welfare reform, climate change and energy policy are just a few of the issues that generate legal challenges that can hit the headlines. TSol litigation lawyers conduct a wide range of often high profile cases, frequently involving questions of constitutional importance. Our public law litigation practice covers the full range of judicial review challenges in areas such as immigration, planning and national security as well as the Government's wide ranging reform agenda. We also have a substantial private law practice representing large Government Departments such as the Ministry of Justice and the Ministry of Defence in personal injury, clinical negligence, misfeasance in public office, false imprisonment, and other claims often raising issues of national security and human rights. Litigation lawyers also provide expert representation in relation to inquests and public inquiries. We regularly litigate through the higher courts to the Supreme Court and offer the opportunity to handle cases at the forefront of the developing law.

Our litigators gain early responsibility for their own caseload within a supportive team environment, working alongside counsel from the Attorney General's Panels. They also play an important co-ordination role when litigation involves several Government Departments.

Litigation lawyers work closely with policy colleagues and advisory legal colleagues in client Departments to reduce the exposure to litigation risk and to develop realistic contingency plans when the litigation risk materialises.

Advisory Lawyers

Government Departments need to draw on the skills of advisory lawyers to bring to life policies for which Ministers are accountable to Parliament and the electorate. The legal issues are often complex, novel and politically sensitive. The legal approach may be scrutinised by Parliament, the media, EU institutions and the courts, both domestic and European. Projects are often fast moving and the problems brought to lawyers are often both urgent and unpredictable. Our advisory lawyers work closely with policy officials and other professionals in the Department to find legally sound solutions to deliver Ministers' priorities, even where these change overnight. Ministers want to reform and improve the area they are responsible for. They are likely to be brimming with ideas about how to change things – more affordable childcare, planning regulations which support the growth agenda, limiting bankers' bonuses are some recent examples. Advisory lawyers think through all the legal implications of a policy, for instance human rights, EU law, equality and data protection issues, as well as core public law principles. They need to anticipate possible legal challenges and provide officials and Ministers with clear legal risk assessments. If a challenge is made they will instruct colleagues from Litigation Group and provide the interface with Departmental officials and Ministers.

Where new primary legislation is required, advisory lawyers work with Parliamentary Counsel on the draft Bill and support policy colleagues and Ministers at all stages of the parliamentary process. EU legislation is another strand of work, where advisory lawyers work on negotiations, sometimes travelling to Brussels.

Advisory lawyers also implement policy reforms, Acts of Parliament and EU legislation by drafting a huge volume of secondary legislation. To write a new law is a special privilege, requiring both precision of expression and creativity. It is a team effort involving multiple checks, but the drafter will always have a special sense of pride and ownership.

THE RECRUITMENT PROCESS

We are serious about getting people with the right motivation and skills to be successful in our business. Candidates meeting the advertised minimum eligibility criteria will be asked to complete an online Critical Reasoning Test before selection for interview. We will email those applicants who meet the advertised minimum eligibility criteria a link to the test after the closing date but before the interview. Applicants will have 5 days to complete the test – please ensure you check your email inboxes carefully including junk folders as we cannot guarantee receipt. If concerned please contact the GLS Recruitment Team for advice (see contact details below).

Applicants must successfully pass the online Critical Reasoning Test. Only the application forms of those candidates meeting the required score for this test will be put forward to be considered for interview.

You should receive an invitation to take the test by Thursday 30 October, with the deadline for completion **by Midday on Tuesday 4 November**. Please note that only the application forms of those candidates who pass this test will be put forward to be considered for interview.

If selected, on the day of the interview you will be asked to undertake a written exercise in addition to the traditional interview. We will allocate successful candidates to the most suitable vacancy available at the time of our offer, taking into account any preference you express in the application form and your performance at interview. We may hold a reserve list if the number of successful candidates after interview exceeds the number of available vacancies. Allocation of candidates will be done in view of performance at interview, taking into account preferences and the view of the panel.

Please click here to apply: www.gov.uk/gls

WORK OF THE DEPARTMENT

The Treasury Solicitor's Department currently provides legal advice to HM Treasury, the Cabinet Office, Department for Education, Department of Culture, Media and Sport, Home Office, Department for Environment, Food and Rural Affairs, Department for Transport, Ministry of Justice and Department of Communities and Local Government. In addition to legal advice, other legal services are provided to other government departments and public bodies.

As part of the Civil Service Reform agenda, we are working to bring together and provide services to even more central government departments, as part of one central government legal organisation. TSol's new structure will comprise a number of cross-Government teams providing specialist litigation, employment, commercial and EU law services, and separate client-specific groups providing legal advisory services. By end 2014/15, the bulk of central government's core legal work will be delivered through the shared legal service provided by TSol, comprising some 1300 lawyers primarily based in London but with teams in locations such as Bristol, Manchester, Leeds and Warrington.

TSol offers a wide range of stimulating career opportunities to ambitious lawyers from all backgrounds. TSol is looking to strengthen its permanent staff, relying less on legal interims, to provide a rounded advisory and litigation service to Central Government as part of a new shared legal service. We are looking for qualified lawyers who would like to develop their careers in an environment that offers unique legal work of the highest quality at the heart of government.

You can read more about TSol including the range of benefits on offer at this link:

<https://www.gov.uk/government/organisations/treasury-solicitor-s-department/about/recruitment>

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

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 to these elements, the application and interview process will ask for specific evidence about the following competencies:

- Legal Professional Skills including the following essential requirements:
 - Understands the main features of public law
 - Has reliable legal judgement and appreciates legal risk
 - Produces sound analysis, using secure legal research.
- 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

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

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. Applicants qualified in a jurisdiction outside England and Wales will be subject to the rules of the professional bodies and must have successfully completed the Qualified Lawyers Transfer Scheme (QLTS) by the time they take up post permanently. However, where candidates need to undertake QLTS to achieve that requirement we will consider offering Fixed Term Appointments pending successfully passing 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. [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 UK Visas and Immigration'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

TSol 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); and
- Obtain a minimum score set against (i) the GLS core competencies being assessed at the application stage; (ii) the Critical Reasoning Test; and (iii) 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 Robert Malpass on 0207 210 0340 or at robert.malpass@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.