



VACANCY NOTICE

HM REVENUE AND CUSTOMS

COMMERCIAL LAWYERS

JUNE 2016

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Headline information

JOB TITLE:	Commercial Lawyer
DEPARTMENT:	HM Revenue & Customs
DIVISION:	Solicitor's Office and Legal Services
LOCATION:	Manchester or London
CLOSING DATE & TIME	Wednesday 22 June 2016 at Midday
INTERVIEW DATES:	Monday 18 July to Friday 22 July 2016 (expected)
WORKING ARRANGEMENT:	Full time / Part time
APPOINTMENT TERM:	Permanent
NUMBER OF POSTS:	up to 2
SALARY RANGE:	Grade 7 Lawyer: London £53,915 - £61,898 National £47,903 - £55,015 (There is the possibility of higher starting salary for strong candidates)
SALARY DETAILS:	Candidates with less than two years' PQE will be appointed as a Legal Officer on a salary of £38,294 (London) and £35,409 (National)
TRAVEL REQUIRED:	Yes, with occasional overnight stays
CRB REQUIRED:	Yes
GUARANTEED INTERVIEW SCHEME:	Yes
RESERVED/NON-RESERVED	Non-reserved

VACANCY DESCRIPTION

NB. The closing date for applications is Wednesday 22 June 2016, at Midday.

HMRC Solicitor's Office

The Office is an integral part of HMRC. It is headed by the General Counsel and Solicitor, Gill Aitken. We advise on legal issues arising from HMRC's policy and operational work and conduct the Department's litigation. The Office is made up of around 800 people who are lawyers, tax professionals, advocates, paralegals and many other disciplines. 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.

We currently have exciting and challenging opportunities for experienced commercial lawyers to join our commercial teams in Manchester and London.

Over the next 10 years HMRC will be reducing the number of its offices and will be located in Glasgow, Edinburgh, Belfast, Newcastle, Leeds, Liverpool, Manchester, Nottingham, Birmingham, Bristol, Cardiff, Croydon and Stratford. There will also be a small number of offices where we will retain some specialist roles in Dover, Worthing, Gartcosh (near Glasgow) and Telford, as well as our headquarters in central London. If you are recruited into an office that is not one of these locations, you will be expected to move to one in the future.

In recent years, commercial work in HMRC has increased in significance and become even more high profile. Commercial capability is a key priority across government and HMRC is going through significant IT and estates transformation. Our commercial lawyers advise on some of the most high profile, high value and complex public procurement and contractual commercial legal issues within government, which makes this a really exciting time to join HMRC's legal team.

Our Programmes team (C6) provides legal support to HMRC's largest transformation programmes including 'Columbus' (IT) and 'Ruby' (Estates); and our Corporate team (C4) advises on the department's day to day IT, Estates, banking and general commercial operations, including all aspects of public procurement, commercial contracts, intellectual property rights, state aid, contract and supplier management, and disputes resolution. Each team has lawyers based in both Manchester and London, is led by two G6 team leaders, and is overseen by a Deputy Director.

Applications are welcomed from qualified lawyers (solicitors, barristers and Fellows of the Chartered Institute of Legal Executives) 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, including the following essential requirements:
 - Understands the main features of public law
 - Good negotiation and drafting skills
 - Experience of advising on commercial contracts and disputes, and of applying the Public Contracts Regulations 2015 to procurements

- Understanding the context in which legal advice is sought and identifying wider public law and policy connections
- Making Effective Decisions, including the following:
 - Excellent legal judgement and analytical skills;
 - Providing comprehensive, risk-based advice that effectively addresses client needs
- Delivering at Pace, including the following:
 - Delivering a high volume of work and managing competing priorities effectively and efficiently
- Collaborating and Partnering, and managing a Quality Service for Clients, including the following:
 - Building strong and effective working relationships at all levels;
 - Adopting a pro-active, strategic and innovative approach that is flexible and responsive to client needs;
 - Working effectively as part of a team
- Communication skills, central to:
 - Taking a lead in working with others;
 - Efficient management of external legal advisors;
 - Contributing to the work of the wider Office, Department and GLS
- Motivational Fit

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, though these competencies will be tested at interview.

CRITICAL REASONING TEST

Please note that as part of this process you may be required to complete an Online Critical Reasoning Test.

If this is the case, you should receive an invitation to take the test on **Thursday 23 June**, with a deadline for completion by **Tuesday 28 June, at Midday**.

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

Professional Qualifications

The recruiting department has specified this as: Applicants must be (or about to become) qualified to practise as a Solicitor, Barrister or Chartered Legal Executive in England and Wales. Solicitors/Barristers 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 as a solicitor/barrister in England & Wales to undertake the Qualified Lawyers Transfer Scheme (QLTS).

Professional entry criteria for Chartered Legal Executives (i.e. Fellows): Fellows are eligible to apply where (i) a Qualifying Law Degree (QLD) is held; or (ii) the Graduate Diploma in Law (GDL) has been completed; or (iii) where exams have been passed (i.e. a score of 50% or above achieved), at CILEx Level 6, in all of the following seven foundation subjects in law:

1. Contract Law
2. Criminal Law
3. Equity and Trusts Law
4. European Union Law
5. Land Law
6. Public Law
7. Law of Tort

Academic

Applicants **should** have a minimum of a 2:1 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 (or above) (e.g. where a lower degree classification is held, or, where applicants have (under the rules of the professional bodies) qualified as a Solicitor/Barrister/ Chartered Legal Executives without a degree) but only where satisfactory evidence of equivalent high level academic and/or professional achievement can be provided (e.g. via relevant experience and results achieved for the Graduate Diploma in Law (GDL)/CPE, Legal Practice Course (LPC), Bar Professional Training Course (BPTC)).

Chartered Legal Executives (i.e. Fellows) should note that the GLS is willing to accept an overall average score of 65% across exams taken in the seven foundation subjects in law (where studied at CILEx Level 6) as demonstrating 2.1 degree equivalence (where a 2.1 degree is not held).

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);
- Meet the standard set for the Critical Reasoning Test (where used); and
- Obtain a minimum score for (i) the GLS core competencies being assessed at the application stage and (ii) against any 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.



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