



VACANCY NOTICE

GOVERNMENT LEGAL DEPARTMENT

**LITIGATION, ADVISORY AND EMPLOYMENT
LAWYERS**

NOVEMBER 2015

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HEADLINE INFORMATION

JOB TITLE: Lawyers – Litigation, Advisory and Employment.

DEPARTMENT: Government Legal Department.

DIVISION: Litigation, Advisory & Employment Divisions.

GLD 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 25 November 2015 12 pm (midday)

INTERVIEW DATES: Mid December 2015 to early January 2016.

WORKING ARRANGEMENT: Full time / Part time / Job share.

GLD is committed to flexible working, but business needs for some roles may limit the scope for particular working patterns. For those working full-time, you will be expected to work a five-day week of 37 hours (excluding lunch breaks). Applications from those wanting to work as a job share will be considered.

The annual leave allowance is 25 days, rising to 30 days after 5 years' total service.

APPOINTMENT TERM: Permanent.

NUMBER OF POSTS: c 25

SALARY RANGE: Grade 7 - £48,000 (3 years or over PQE)
Legal Officer - £43,200 (1 to 3 years PQE)
Legal Officer - £35,950 (less than 1 year PQE)

The vacancies on offer are at Grade 7 with a starting salary of £48,000, but appointments to Legal Officer will be made where successful candidates have less than three years post qualification experience. Candidates appointed as a Legal Officer will re-grade to Grade 7 when they reach one year's service or three years PQE which ever comes sooner (subject to satisfactory performance).

TRAVEL REQUIRED: Sometimes

DBS CHECK REQUIRED: Yes

GUARANTEED INTERVIEW SCHEME: Yes

RESERVED/NON-RESERVED: Non-reserved

WORK OF THE DEPARTMENT

The Department

The Government Legal Department (GLD) is the largest provider of legal services across government, working with over 180 government departments and agencies. We have recently engaged in a major change programme within Civil Service Reform - to create a single shared legal service for Government. This built on our previous success developing the department as a public sector exemplar of a cutting edge, business driven provider of professional services.

GLD has a strong culture driven by our values. We score consistently highly in terms of people 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.

During 2014/15 the Department completed a series of mergers with other Whitehall legal teams and now comprises some 1700 lawyers, primarily in London but with small teams in Bristol, Leeds and Manchester. A new Board and leadership team is in place and ready to embark on the next phase of this transformational change programme. The Departmental structure has more than 12 client-facing advisory teams, and cross-cutting expert service groupings for Litigation, Employment and Commercial law.

VACANCY DESCRIPTION

In the main, we are looking for Grade 7 Lawyers to work in our Litigation Group, but there may be a small number of additional roles in either our Advisory Divisions or Employment Group. We are looking for experienced and newly qualified lawyers.

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. GLD 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. 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.

Employment lawyers

The Employment Group is at the forefront of public sector employment law, acting as a shared service centre for advice and litigation across a large number of government departments and agencies. The Group has over 120 staff, including over 100 lawyers, providing its services to the majority of departments across Whitehall and to an increasing number of Non Departmental Public Bodies. The GLD Employment Group is seen as a centre of excellence for legal employment advice within government. Its work covers the full spectrum of employment work ranging from a day advice to HR staff to advice on employment policies affecting every civil servant to multi-party equal pay cases.

The roles on offer involve both contentious and non-contentious work. The balance between the two depends on the needs of our clients from time to time. The contentious work is defending the full range of employment claims against Government clients in the ET and in the County Court and High Court. Our litigation and advisory work often involves the interface between private and public law, and you will need to acquire a good working knowledge of public and administrative law issues, for which support will be given

Non-contentious work includes a significant amount of commercial employment advice on insourcing, outsourcing and machinery of government changes including contract negotiation and advising on TUPE, as well as a broad range of employment advisory work.

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

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).

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.

[Click here to apply](#)

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

In addition, the application and interview process will seek evidence of the following competencies:

Setting Direction – Making effective decisions

Make difficult decisions by pragmatically weighing up the complexities involved against the need to act

Analyse and evaluate pros and cons and identify risks

Identify the main issues in complex problems

Engaging People – Collaborating & Partnering

- Effectively manage team dynamics when working across Departmental and other boundaries
- Seek constructive outcomes in discussions, challenge assumptions but remain willing to compromise when it is beneficial
- Build strong interpersonal relationships to deliver business outcomes

Delivering results – Managing a quality service

- Ensure the service offer thoroughly considers customers' needs
- Make clear and pragmatic and manageable plans for service delivery
- Create regular opportunities for staff and customers to help improve service quality and demonstrate a visible involvement

Delivering Results – Delivering at pace

- Get the best out of people by giving enthusiastic and encouraging messages about priorities, objectives and expectations
- Review, challenge and adjust performance levels to ensure quality outcomes are delivered on time, rewarding success
- Adopt clear processes and standards for managing performance at all levels
- Maintain effective performance in difficult and challenging circumstances, encouraging others to do the same.

Engaging People – Building Capability for All

- Ensure that learning and development opportunities are fully exploited to enhance organisational capacity
- Coach and support colleagues to take responsibility for their own development
- Establish and drive discussions to learn from experience
- Prioritise and role model continuous learning and development, including leadership, management and people skills

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

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. (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)).

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. You must have completed a training contract/pupillage/qualifying employment, or have been exempted from this by the Law Society, the Bar Council or CILEX. Applicants qualified in a

jurisdiction outside England and Wales will be required to undertake the Qualified Lawyers Transfer Scheme within 12 months of appointment.

Professional entry criteria for Chartered Legal Executives (i.e. Fellows): Chartered Legal Executives are eligible to apply where (i) a Qualifying Law Degree (QLD) is held; or (ii) the Graduate Diploma in Law (GDL)/CPE 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

* Note: There are specific requirements relating to academic achievement in the CILEx Level 6 exams where these are being used to demonstrate 2.1 degree equivalence as set out below.

Chartered Legal Executives should note that the GLS will be willing to accept an, overall, average score of 65% or above across exams passed 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).

We also welcome applications from those who expect to qualify shortly.

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).

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 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);
- 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.

Some posts will require a higher level of security clearance in view of the sensitive nature of the work. You will be told if this applies to you. Details of HM Government vetting policy can be found here: <https://www.gov.uk/government/publications/hmg-personnel-security-controls>

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.

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: GLD Recruitment Team
Telephone: 0845 3000 793 or 0117 923 4417
Email: glsqualified@tmpw.co.uk

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 2103436 or at caroline.anerville@governmentlegal.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.

