



Oil & Gas  
Authority

## Information for Candidates

### Legal Advisors

Our Information to Candidates gives you a brief overview of our recruitment process and provides you with more information about what it is like to work for the Oil and Gas Authority (OGA) which became an Executive Agency of the Department of Energy and Climate Change (DECC) on 1<sup>st</sup> April 2015. It complements the Job Profile which provides you with the key information points, responsibilities and skill criteria of the role that you are applying for.

### Background - OGA

On 1 April 2015, the new Oil and Gas Authority (OGA) became an Executive Agency with its new headquarters in Aberdeen and by the autumn of 2016, the OGA will become a Government-owned company. Establishing the OGA is a once in a generation opportunity for supporting a step change in the stewardship of the UK's oil and gas resources. Further details are available via our website - <https://www.gov.uk/government/organisations/oil-and-gas-authority>

The transition to an independent Government Company means that the OGA will no longer form part of the Civil Service, however, the body will remain a public authority and protection is in place for staff to retain their Civil Service Terms and Conditions.

The following paragraphs are for information only and will not form part of your contract should you be appointed. Full Terms and Conditions will be sent with any offer of appointment. All appointments are subject to the satisfactory completion of pre-appointment enquiries.

### The Role

We are looking to appoint two Legal Advisors who will be a part of the OGA's three strong legal team, reporting to the General Counsel providing legal advice and support to the OGA on all aspects of its activities. Currently an Executive Agency of DECC, the OGA will be fully independent as and when the Energy Bill, currently before Parliament, has been implemented (expected to be the summer of 2016). From that time the OGA's in-house team will have full responsibility and accountability for the OGA's legal advice.

The OGA is responsible for the licensing and consenting regime for both the UK's offshore oil and gas and for England's growing onshore conventional and unconventional hydrocarbon activity. New powers will shortly be available to the OGA to help it ensure the maximum economic recovery of the UK's hydrocarbons, including a dispute resolution framework and civil sanctions.

This is an opportunity to be part of a small team guiding the development of this new regime while continuing to apply the extensive existing licensing system at a time of significant challenge to the industry growth from the low oil price. There is a significant EU law dimension, and regulatory decisions will be taken in a unique commercial context and will raise a range of public law, and occasionally international law, issues. There will be a

growing need for advice on commercial law, competition law, mediation and on procedure for civil law sanctions as the new powers of the OGA are exercised.

The Legal Advisors will report to the OGA's General Counsel and there are opportunities for location in our offices in either 21 Bloomsbury Street, London or 48 Huntly Street, Aberdeen. Candidates must be qualified to practise as a lawyer in England and Wales or in Scotland.

The OGA's work involves both commercial and public legal work and successful candidates will need to demonstrate expertise in at least one of these disciplines coupled with an ability to assimilate new areas of law quickly, have reliable legal judgement and the ability to produce sound analysis at pace.

Advisors will work closely with the technical and policy teams both in the OGA and, as the regime is developed, with industry and with teams in Central Government. They will be advising on OGA-related licensing and compliance matters and assist in the development and implementation of policy projects, guidelines and operational procedures. They will require excellent written and oral communication and interpersonal skills with an ability to provide clear, constructive advice on complex legal issues with the confidence and initiative to find workable solutions to policy and operational problems. In addition to these core skills it is desirable that Advisors have experience in one or more of the following areas:

- The industry's commercial agreements and practices which have grown to be complementary to the UK's oil and gas licensing regime. This understanding will be particularly relevant to the development of the dispute resolution and sanction powers.
- The UKCS and Onshore petroleum licensing law and relevant EU Directives.
- Competition law. The OGA is charged with facilitating collaboration within the Industry, the OGA needs to be confident that its work to increase collaboration does not inadvertently raise the risk of anti-competitive behaviour within the industry.
- Employment and Company Law. The OGA when fully formed will be a limited Company with about 150 employees.
- Alternative dispute resolution mechanisms. The OGA will operate a non-binding dispute resolution process to help the industry achieve a more efficient commercial framework.
- Civil law procedure and appeals process. The OGA will have power to impose sanctions on companies, including the power to fine and to determine licences. A formal procedure for sanctions will need to be developed and there is provision for companies to appeal to the First Tier Tribunal.

### Person Specification - Essential Experience

#### Leading and Communicating/Collaborating and Partnering

- Excellent drafting and communication skills, with the ability to work constructively with policy and technical colleagues at pace;

- Excellent interpersonal skills together with the ability to work effectively in multi-disciplinary teams.

### **Delivering at Pace**

- Flexibility and resilience to deal with heavy and competing pressures and the ability to work with colleagues who are themselves often under pressure;
- Able to provide quick, confident and authoritative legal advice to colleagues within the OGA.

### **Seeing the Big Picture/Managing a Quality Service for Clients**

- Be sensitive to the broader political and commercial aspects of the Oil and Gas regime;
- The ability to think strategically about how legal services can develop to support the priorities of the OGA.

### **Making Effective Decisions**

- Excellent analytical and handling skills;
- Strong attention to detail.

### **Specialist Skills, Qualifications, Experience, Licenses, Memberships or Languages**

#### **Essential:**

- The postholder must be a qualified solicitor or barrister (England and Wales or Scotland) with strong legal and general project management skills and experience.
- Post-qualification work experience as a solicitor or barrister.
- A good knowledge of public law (including ECHR law), EU law and/or commercial law, preferably in a regulatory context.
- Able to provide and communicate authoritative, high level advice, often within very tight timescales.

#### **Desirable:**

- Experience of advising on one or more of competition law, company law, employment law, and mediation/arbitration.
- A demonstrable interest and understanding of regulatory, competition and consumer issues.
- Investigatory and/or litigation experience, and an appreciation of Economics.
- Self-motivation and demonstrable interest in the work of the OGA.

## Recruitment and Selection Process

### Application Form

When completing your application form, it is important that you refer to the relevant [Civil Service Competence Framework](#) for the grade to which the job applies. The grade will be indicated in the Job Details section of the Job Profile. The Job Profile form highlights the key competences to the role which you are applying for and that you will be assessed during the selection process.

You should also refer to the Specialist Skills, Knowledge and Expertise stated in the Job Profile. You should read the descriptions of the indicated competences and provide examples on your application form that best demonstrate how your skills and abilities match these requirements. The information you provide will be assessed during the short listing stage and if you are invited to attend an interview, the indicated competence areas will be discussed further. Please note that only fully completed application forms will be considered in our selection process. Unless specifically requested, CVs will not be accepted.

### How to Apply

To apply, please visit: [www.gov.uk/gls](http://www.gov.uk/gls).

### Timetable

The closing date for applications will be **Friday 6 May 2016**.

Candidates are likely to be notified the outcome of their application by the end of May 2016.

There will be a formal assessment panel in early June 2016. The process is likely to consist of a written and oral exercise in addition to a competence based interview.

Please note that we do not reimburse interview expenses.

### Nationality Eligibility

Appointments will be made in accordance with the Civil Service nationality rules. These can be found at [www.civilservice.gov.uk/about/resources/nationality.aspx](http://www.civilservice.gov.uk/about/resources/nationality.aspx). In general, only nationals from the following countries (or association of countries) are eligible to apply for posts at the Oil and Gas Authority:

- UK nationals in both reserved and non-reserved posts
- European Economic Area (EEA) and Commonwealth in non-reserved posts
- Switzerland, and in some circumstances, Turkey in non-reserved posts
- Certain family members of EEA, Swiss and Turkish nationals in non-reserved posts

In addition, you must be eligible to work in the UK under current UK legislation which is detailed at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk). Please note, unless stated otherwise in the job description, candidates will be expected to start as soon as possible once security clearance is completed and therefore only candidates currently with a valid visa will be eligible to apply.

### Equal Opportunity and Diversity Information

We are committed to providing services which embrace diversity and which promote equality of opportunity. As an employer, it is also committed to equality and valuing diversity within the workforce. Its goal is to ensure that these commitments, reinforced by its values, are embedded in its day-to-day working practices with all its customers, colleagues and partners.

We are a diversity friendly employer and welcomes applications from all sections of the community. It does not discriminate on the basis of age, disability, gender, marital status, sexual orientation, religion or belief, race, colour, nationality, ethnic or national origin, working pattern, employment status, gender identity (transgender), caring responsibility or trade union membership. In order to help the Department to monitor the success of its commitment to equal opportunities, all applicants are requested to complete the Equal Opportunities Monitoring Form contained within the application package and submit it with their application. This form is used for monitoring purposes only and will not be made available to the selection panel.

We are committed to providing equal opportunities for all candidates during the selection process, to enable us to select staff from a diverse pool of talent. Part of that commitment is that we guarantee an interview to any candidate who has a disability, as defined by the Equality Act 2010, and declares their disability in their application, provided that they meet the minimum (essential eligibility) criteria for the post(s) in question, as set out in the job advertisement and this brochure. The Equality Act 2010 defines a person as being disabled if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.

### Selection Process

There are normally two stages of selection within our recruitment process. The first stage identifies those applicants who appear from the information stated on their application form to be best suited to the role's requirements. Only these applicants will go through to the second stage of our selection process and be invited to attend for interview. Interviews will normally last for approximately 40 minutes. For higher graded posts, candidates may also be required to give a presentation on a specific topic or undergo other assessments. Candidates who pass the required standard for the role may be placed on a reserve list should the successful candidate not take up appointment or further opportunities arise in the near future, normally this is a period of six months. Where this is the case candidates will receive confirmation in writing.

## Terms of Appointment

This post will be offered on permanent terms. Applications are also invited from existing Civil Servants. Flexible working patterns will generally be accommodated unless stated otherwise.

Please note that where former Civil Servants are recruited through fair and open competition the Department will not consider applications for re-instatement. Re-instatement is an exception where fair and open competition has not proved successful or is not deemed appropriate. Those applying from agencies, NDPBs or other bodies should check their status with their own HR Department prior to making an application. Crown or public servants (ie not civil servants) will be treated as new entrants to the Civil Service and any previous service and other entitlements may not be transferable.

## Remuneration

The salary will be within the Grade 6 range of:

Aberdeen: £54,324 - £67,325 per annum

London: £58,427 - £69,697 per annum

An additional pensionable pay enhancement of £2,326 per annum is also payable.

Existing Civil Servants should note that, if successful, their salary on appointment would normally be determined by applying the usual Cabinet Office salary progression rules. If the appointment is on level transfer your salary will remain unchanged, unless the successful candidate's current salary is below the relevant grade minimum. If the appointment is on temporary or substantive promotion the successful candidate's salary will be increased by 10% or to the minimum of the relevant grade minimum, whichever is the greater. Specialist pay enhancements or allowances paid by other departments are not transferable to the OGA. The exception will be London Weighting allowances where the exporting department does not have a separate London Pay Scale. Benefits paid by other departments are also not transferable to the OGA. For example, if eligible, you would need to join the OGA childcare voucher scheme and not transfer via your current scheme.

## Location

The post will be located in AB1, 2nd Floor, 48 Huntly Street, Aberdeen, AB10 1SH or 21 Bloomsbury Street, London, WC1B 3HF.

## Pre-appointment Enquiries

If you are successful at interview, we are required to carry out pre-appointment enquiries to ensure that you are qualified for appointment. These include identification, nationality, character and security checks. The post requires you to undergo Baseline Personnel Security Standard checks and the required level of security clearance. This will either be Counter



Terrorist Checks (CTC), Security Clearance (SC) or Developed Vetting (DV). The level required for the role will be detailed in the Job Profile. The Baseline Personnel Security Standard is a basic recruitment check to verify your identity and nationality. It seeks to prevent identity fraud, illegal working and deception generally. It requires the presentation of personal documentation, completion of a character enquiry questionnaire and the receipt of employment or educational references covering the past 3 years. As part of the security clearance process you will be asked to complete a security questionnaire which will explain the government's vetting policy. Appointments will be conditional until the successful applicant is cleared.

### Probation Period

In addition to any pre-appointment enquiries, you will normally be required to serve a six month probationary period. If you are an existing civil servant and have successfully completed a probationary period only pre-appointment enquiries will apply.

### Legislative and Statutory Commission Requirements and Complaints

Our recruitment 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 issued by the Civil Service Commission, which can be found at: [www.civilservicecommission.org.uk](http://www.civilservicecommission.org.uk) We must ensure that its recruitment system delivers recruits who are appropriate to the organisation's needs, are able to do the required work and are selected on merit on the basis of fair and open competition under the Requirements of the Civil Service Commission Recruitment Principles [www.civilservicecommission.org.uk/Recruitment](http://www.civilservicecommission.org.uk/Recruitment). If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, you should in the first instance contact: Kate Earl, Recruitment Manager, Department of Energy and Climate Change, Email: [deccjobs@decc.gsi.gov.uk](mailto:deccjobs@decc.gsi.gov.uk), Telephone: 0300 068 6833. If you are not satisfied with the response you receive from DECC, you may bring your complaint to the Civil Service Commission who will consider complaints where the principle of appointment on merit through fair and open competition, and the Recruitment Principles, have not been met. [Civil Service Commission - Recruitment Complaints](#)

### What you can expect from the Oil and Gas Authority

We have updated our terms and conditions of employment as part of Civil Service Reform. Details of the changes that will apply from 1 April 2014 are set out below. For more information on whether this affect you, please read the Terms and Conditions FAQ's. It is the candidate's responsibility to ensure they are aware of the Terms and Conditions they will adopt should they be successful in application

### Pay and Grading Structure

Below the Senior Civil Service pay structure we have seven pay bands. The pay band for the role that you are applying for is stated in the Job Profile. Salary is paid monthly in arrears by



credit transfer directly to a personal bank or building society account on the last working day of each month.

## Annual Leave

Full time new entrants to the Civil Service and those Civil Servants on modernised terms and conditions will be entitled to 25 days leave increasing on a sliding scale to 30 days after 5 year's service. In addition to this they are entitled to 8 public/bank holidays plus an additional day for the Queen's Birthday. The leave allowance is pro-rated for part-time staff. Civil Servants who are not on modernised terms are entitled to 31.5 days leave. In addition to this they are entitled to 8 public/bank holidays plus an additional day for the Queen's Birthday.

## Working Hours

From 1 April 2014 full time new entrants to the Civil Service and those on modernised terms and conditions will normally work a 42 hour week regardless of location, including lunch breaks. Civil Servants who are not on modernised terms will normally work 42 hours per week over five days, including lunch breaks.

We recognise the importance of a strong work life balance and employees are encouraged to find workable solutions that balance the employee's needs as well as those of the organisation. Subject to business requirements, a variety of working patterns are available, including full time, part time (including compressed hours) and job share opportunities. If this is not a feasible option within a particular role, this will be stated in the Job Details section of the Job Profile. We also operate a system of recorded flexible working hours.

## Retirement

There is no formal retirement age for Civil Servants.

## Civil Service Pension Scheme

Membership of the Civil Service Pension Scheme offers a range of benefits that will provide financial security both in the time up to retirement and beyond. It provides an income for you in retirement and benefits for your dependants after your death. It also provides protection in the event of serious ill health and a range of options if you leave the Civil Service before retirement. The pension scheme arrangements applicable to you will be dependent on your employment status and the date you joined the Civil Service. Comprehensive information on all aspects of your Civil Service pension can be accessed through [Civil Service Pensions](#).

## Mobility

All new entrants to the Civil Service from 1 April 2014 at all grades and regardless of working pattern as well as those staff who are already on modernised terms and conditions are

required to be mobile across Government Departments within the parameters of reasonableness. The issue of what is reasonable will relate to your individual circumstances at the time of any proposed changes to your place of work.

If you are an existing civil servant who is not on modernised terms and conditions during the course of your employment you may be required to transfer to any post in the Civil Service in the UK. Unless wholly exceptional emergency circumstances exist which make it impossible, you will be given reasonable notice of any such change. Reasonable expenses within defined limits will be paid for any relocation or travel costs incurred as a result of the transfer. Mobility is not a requirement for administrative grades.

## Learning and Development

We recognise that our ground breaking work requires individuals to rapidly develop a broad range of skills. This is why we continue to invest in developing staff in all the areas relevant to our agenda – including higher level qualification programmes.

## Employee Wellbeing and Facilities

We have a range of policies and procedures in place to protect your health and safety. Modern information technology is provided within a safe and comfortable working environment. Workstation assessments are undertaken and trained personnel are available to offer advice and assistance in this area. We support reasonable adjustments required to enable our staff to perform their jobs effectively. We will reimburse you for the cost of eye tests if you are a user of Display Screen Equipment and can also contribute to the cost of your glasses if they are specifically required for use with Display Screen Equipment.

Access is provided to an independent occupational health service provider and all employees are eligible to access our employee assistance programme which offers free practical assistance and/or specialist counselling support, on a wide range of personal, legal or financial issues via the telephone, internet and personal face to face sessions.

## Additional Benefits

- Childcare – We offer support with childcare costs by providing a salary sacrifice childcare voucher scheme to staff who meet the eligibility criteria.
- Season ticket loan – Eligible staff may apply for a season ticket loan to assist with the purchase of season rail and car park tickets or a bicycle for home to office travel.
- Union Representation – The Trade Unions (PCS, Prospect and FDA) have a major role to play in helping to shape the future of the Department.
- Civil Service Motoring Association Membership – As the largest private home, motoring and leisure organisation in the UK, the Civil Service Motoring Association is able to offer its members huge savings on everyday purchases. [www.csma.uk.com](http://www.csma.uk.com)
- The Charity for Civil Servants – provides financial assistance, care placement, advice, offers, information and advisory service for its members. [www.foryoubyyou.org.uk](http://www.foryoubyyou.org.uk)

- For a monthly fee employees can access the Civil Service Sports and Leisure Club.  
[www.cssc.co.uk](http://www.cssc.co.uk)
- Benenden Healthcare – provides healthcare and wellbeing services  
[www.benenden.org.uk](http://www.benenden.org.uk)

## What We Expect from You

### Civil Service Code

The Civil Service provisions of the Constitutional Reform and Governance Act 2010 places the Civil Service values on a statutory footing and includes the publication of a Civil Service Code. The Civil Service Code sets out the core Civil Service values and the standards of behaviour expected of all civil servants in upholding these values. The Civil Service is an integral and key part of the Government of the United Kingdom. It supports the Government of the day in developing and implementing its policies, and in delivering public services. Civil servants are accountable to Ministers, who in turn are accountable to Parliament. If appointed as a civil servant (either on a permanent or fixed term basis), you are appointed on merit on the basis of fair and open competition and are expected to carry out your role with dedication and a commitment to the Civil Service and its core values: integrity, honesty, objectivity and impartiality. The Civil Service Code is available at [www.civilservice.gov.uk/about/values/index.aspx](http://www.civilservice.gov.uk/about/values/index.aspx)

### Confidentiality and the Official Secrets Act

The post is covered by the Official Secrets Act. As a civil servant, you are bound by the provisions of criminal law, including the Official Secrets Act, which protect certain categories of official information, and by your duty of confidentiality owed to the Crown. Candidates must exercise care in the use of official information acquired in the course of official duties, and not disclose information which is held in confidence.

### Conflicts of Interest

Candidates must note the requirement to declare any interests they may have that might cause questions to be raised about their approach to the business of the Department. They are required to declare any relevant business interests, share holdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners. The successful candidate will be required to give up any conflicting interests and his/her other business and financial interests may be published. As a civil servant, you may not take part in any financial or non-financial activity which would in any way conflict with the interests of the organisation or be inconsistent with your role. An actual, potential or perceived conflict of interest may arise where your impartiality in performing your official duties is called into question because you have an interest in an area affected by, or affecting, those official duties. Civil servants should not receive benefits of any kind from a third party which might reasonably be seen to compromise their personal judgement or integrity.

## Political Activity

As a Civil Servant, the political activity rules aim to give you the greatest possible freedom to take part in public affairs while making sure you do not compromise your official duties. These rules relate to activities where you might express your political views in public. They do not concern your private beliefs and opinions or stop you being a member of a political party. Further information is available in the Civil Service Management Code, available at [www.civilservice.gov.uk/about/resources/csmc/index.aspx](http://www.civilservice.gov.uk/about/resources/csmc/index.aspx)