



**Oil & Gas  
Authority**

**VACANCY NOTICE  
LEGAL ADVISORS  
APRIL 2016**

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## HEADLINE INFORMATION

<b>JOB TITLE:</b>	Legal Advisors
<b>DEPARTMENT:</b>	Oil and Gas Authority
<b>DIVISION:</b>	Licensing and Legal
<b>LOCATION:</b>	London and Aberdeen
<b>CLOSING DATE &amp; TIME</b>	Midday on Friday 6 May 2016
<b>INTERVIEW DATES:</b>	Expected to be between 27 May – 3 June 2016
<b>WORKING ARRANGEMENT:</b>	Full time / Part time / Job share
<b>APPOINTMENT TERM:</b>	Permanent
<b>NUMBER OF POSTS:</b>	2
<b>SALARY RANGE:</b>	£54,324 - £69,697
<b>SALARY DETAILS:</b>	An additional pensionable allowance of £2,326 is also payable
<b>TRAVEL REQUIRED:</b>	Yes
<b>DBS CHECK REQUIRED:</b>	Yes
<b>GUARANTEED INTERVIEW SCHEME:</b>	Yes
<b>RESERVED/NON-RESERVED POST</b>	Non-Reserved

## VACANCY DESCRIPTION

We are looking to appoint two Legal Advisors who will be a part of the Oil and Gas Authority's (OGA) 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.

## **WORK OF THE DEPARTMENT**

On 1 April 2015, the new 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.](#)

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 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, as well as your motivation for joining OGA and the GLS:

- Legal Professional Skills
- Making Effective Decisions
- Leading and Communicating/Collaborating and Partnering
- Seeing the Big Picture/Managing a Quality Service for Clients
- Delivering at Pace

When completing your application/at interview you will be asked to provide examples of how you have demonstrated the competencies listed above.

## GLS MINIMUM ELIGIBILITY CRITERIA

### Professional Qualifications

Applicants must be (or about to become) qualified to practise as a Solicitor or a Barrister/Advocate in England and Wales or Scotland. You must have completed a training contract/pupillage/qualifying employment, or have been exempted from this by the Law Society, the Bar Council, the Law Society of Scotland or The Faculty of Advocates. Applicants qualified in a jurisdiction outside England and Wales or Scotland will be subject to the rules of the professional bodies (where applicable). Barristers/Advocates and Solicitors qualified in a jurisdiction outside of England and Wales or Scotland will be required to complete the Bar Transfer Test or Qualified Lawyer Transfer Scheme within an agreed period of time (this is likely to be within 12 months of appointment).

### Academic

Applicants **must** have a minimum of a 2:1 degree in their first degree (in any subject). Where an applicant holds an overseas degree qualification this must be equivalent to a 2.1 degree.

### 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.

### **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 (i.e. DBS 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.

## **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](mailto:glsqualified@tmpw.co.uk)

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## 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 Suzanne Lilley on 0300 067 1634 or at [suzanne.lilley@oga.gsi.gov.uk](mailto:suzanne.lilley@oga.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.