



**VACANCY NOTICE**

**DEPARTMENT FOR BUSINESS, INNOVATION  
AND SKILLS**

**PROSECUTION LAWYERS**

**JULY 2015**

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## HEADLINE INFORMATION

<b>JOB TITLE:</b>	Prosecution Lawyers
<b>DEPARTMENT:</b>	Business, Innovation and Skills
<b>DIVISION:</b>	Legal
<b>LOCATION:</b>	1 Victoria Street, London
<b>CLOSING DATE &amp; TIME</b>	Midday on Wednesday 19 August 2015
<b>INTERVIEW DATES:</b>	Monday 21 September – Friday 2 October
<b>WORKING ARRANGEMENT</b>	Full time / Part time / Job share
<b>APPOINTMENT TERM</b>	Permanent
<b>NUMBER OF POSTS</b>	Up to 2
<b>SALARY RANGE</b>	£37,229 (min) - £58,382 (max) depending on PQE
<b>SALARY DETAILS</b>	This includes a pay enhancement of <b>£2,500</b> per annum
<b>TRAVEL REQUIRED:</b>	Sometimes
<b>DBS CHECK REQUIRED:</b>	Yes
<b>GUARANTEED INTERVIEW SCHEME</b>	Yes
<b>RESERVED/NON-RESERVED POST</b>	Non-reserved

## VACANCY DESCRIPTION

BIS is the Department for growth. We are a major economic department, which supports business by creating the conditions for success and helps people through learning and training to get on in life and in work. The Department has a broad range of responsibilities for enterprise, business, innovation, regulation and competition, science and research, domestic and international trade, inward investment, employment, consumers, universities, further education and skills.

BIS Legal Services provides or procures all the legal work that the Department requires, including criminal enforcement. The main focus of BIS's enforcement activity is to investigate and prosecute cases arising from individual and corporate insolvency proceedings and associated corporate fraud. We also prosecute other matters arising from BIS's regulatory functions, such as Employment Agency Standards prosecutions. BIS's enforcement function complements other enforcement agencies, such as the Serious Fraud Office.

We receive approximately 500-600 new cases to investigate and deal with around 200 in court each year. These offences range from removal of assets and failure to comply with requirements under the insolvency regimes to complex fraudulent trading matters. The diet of casework is becoming increasingly complex and challenging and we actively pursue confiscation in appropriate cases.

The enforcement team comprises 15 lawyers in 2 teams (based in London) and 62 investigative staff (based in four regional offices in Watford, Cardiff, Nottingham and Manchester) as well as a team of 13 law clerks. Close and constructive working relations between the lawyers, investigators and law clerks are crucial. The Department frequently uses solicitor agents to deal with court appearances in cases which are outside London. BIS

Legal Services has a strong training and development ethos and there is scope for the exercise of Higher Court advocacy rights on committals for sentence, confiscation hearings and some interim hearings. We are also fully committed to flexible working.

## **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 Government Legal Service's Competencies. The following competencies will be tested in the application form, and at interview:

- Legal Professional Skills
- Making Effective Decisions
- Managing a Quality Service for Clients
- Delivering at Pace
- Motivational Fit

In addition we may test the following competencies at interview:

- Seeing the bigger picture
- Leading and Communicating

In addition to the GLS Core Competences, this Department is looking for established prosecutors who will be able to deal with the full range of cases. In looking at the

competencies we will also consider whether you can show evidence of these key responsibilities and activities:

- To manage a full caseload from investigation through to confiscation enforcement proceedings including some of the more complex and substantial cases; giving clear, accurate and timely advice where required on the conduct of investigations and dealing fairly, efficiently and effectively with prosecutions, instructing Counsel or agent solicitors where appropriate;
- To develop effective working relationships with all those involved in our enforcement work, particularly with our investigators to develop and pursue focused case strategies;
- To undertake advocacy as appropriate;
- Some travelling to court and regional offices is expected;
- To make a significant contribution to BIS's corporate objectives through acting as a role model for others and maintaining high professional standards; providing support and assistance to colleagues as required;
- To play a full part in the life of BIS Legal Services Group; and
- To make a positive contribution to the GLS, for example in cross-Whitehall initiatives relating to the prosecutorial family
- Experience of confiscation work (would also be **desirable**)

## **CRITICAL REASONING TEST**

Please note that as part of this process you will be required to complete an Online Critical Reasoning Test. You will receive an invitation to take the test on **Thursday 20 August**, with the deadline for completion by **Midday on Tuesday 25 August**.

## GLS MINIMUM ELIGIBILITY CRITERIA

### 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 or 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.

Note: Following consultation with CILEx, it has been agreed that, due to the nature of work associated with the advertised prosecution lawyer roles, Chartered Legal Executive lawyers will not be eligible to apply for these vacancies.

### 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) 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)).

### 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.

### **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.

## 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 BIS Legal please contact:

Name: GLS Recruitment Team  
Telephone: 0845 3000 793 or 0117 923 4417  
Email: [glsqualified@tmpw.co.uk](mailto: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 Cathie French at [cathie.french@bis.gsi.gov.uk](mailto:cathie.french@bis.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.

