

VACANCY NOTICE

GOVERNMENT LEGAL DEPARTMENT

EMPLOYMENT LAWYERS

NOVEMBER 2017

Table of contents

Headline information	02
Work of the Department	03
Vacancy description	03
Recruitment process	04
Person specification	04
Minimum eligibility criteria	06
Guaranteed Interview Scheme	07
Pre-employment Checks	08
Complaints Procedure	09

HEADLINE INFORMATION

JOB TITLE:	G7 Lawyer
DEPARTMENT:	Government Legal Department
DIVISION:	Employment Group
LOCATION:	Leeds
CLOSING DATE & TIME	Wednesday 20 December, at midday
INTERVIEW DATES:	Expected to take place in January 2018
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, and then 30 days after 5 years total service.

APPOINTMENT TERM:	Permanent
NUMBER OF POSTS:	7
SALARY RANGE:	Grade 7: £47,025 Legal Officer: £42,420

The vacancies on offer are at Grade 7 with a starting salary of £47,025 (National). 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 (Travel and subsistence costs will be reimbursed in line with Departmental policy)
CRB REQUIRED:	Yes
GUARANTEED INTERVIEW SCHEME:	Yes
RESERVED/NON-RESERVED:	Non -reserved

WORK OF THE DEPARTMENT

The Government Legal Department (GLD) is the largest provider of legal services across government, working with all the main Whitehall Departments. From roads to rivers, and health to human rights, our work touches on most aspects of public life.

The department has more than 14 client-facing advisory teams who provide legal advice on the development, design and implementation of government policies and decisions, draft secondary legislation and work with Parliamentary Counsel on primary legislation. Our cross-cutting expert service groups for Litigation, Employment and Commercial Law provide specialist legal services to a wide range of government departments and public bodies.

We are a non-ministerial government department with more than 2,200 employees, around 1,600 of who are solicitors or barristers. The department is based primarily in London but has teams in Bristol as well as an ever expanding presence in Leeds, making this an exciting time to join one of our teams there.

As an organisation our vision is to be trusted by government to provide consistently excellent and value for money services so government departments want to come to us to meet their legal needs, to be known throughout the legal profession for the quality of our legal work, and to be the best employer for our people.

Vacancy description - The Employment Group

GLD's Employment Group provides employment litigation and advisory services to central Government. It contains 90 lawyers, currently 8 are based in Leeds with the remainder in London, and is divided into 5 SCS led teams based around particular clients with the work falling into 4 categories

- a. HR advice and litigation including advice on individual cases and advice on collective and strategic HR issues such as Departmental restructuring or advice on major Departmental policy issues such as Prison Reform.
- b. Large scale multi party litigation (e.g. part time judicial office holder cases)
- c. Advice to Cabinet Office and CSEP on overarching civil service employment issues
- d. Transactional employment work (insourcing and outsourcing contracts involving staff transfers)

The GLD prides itself on staff development and there will be opportunities in due course to move within the Employment Group and the wider Government Legal Department.

RECRUITMENT PROCESS

To Apply:

Applicants are asked to submit:

- A form of words addressing the 'Legal Professional Skills (maximum 750 words) and Motivational Fit (250 words) competencies. A mark assessing quality of written communication will be assessed based on responses to the above competencies.
- Successful completion of a Critical Reasoning Test
- Your employment history and experience as required through the application process.
- Confirmation of having achieved a minimum of a 2.1 degree in their first degree (in any subject). Where an applicant holds an overseas degree this should be equivalent to 2:1.

Applicants who do not have a 2:1 degree will be considered where satisfactory evidence of high level academic and/or professional achievement is provided.

If you are unable to complete your application online, please contact GLSQualified@TMPW.co.uk for details of how to complete a paper application.

If selected, on the day of the interview you will be asked to undertake a written exercise in addition to the traditional interview. We may hold a reserve list if the number of successful candidates after interview exceeds the number of available vacancies.

PERSON SPECIFICATION

We are looking for intellectually capable, highly motivated and with strong oral and written communication skills. You need to have good self-awareness and a commitment to using feedback to learn and develop as a professional. You must be able to demonstrate Legal Professional Skills at Legal Officer/Grade 7 level.

Legal professional skills

- Sound understanding of employment law.
- Reliable legal judgment and appreciation of legal risk.
- The ability to think strategically and creatively, see legal issues in their wider context and advise accordingly.
- Sound analysis, using secure legal research to produce timely and fit for purpose advice.
- The ability to communicate advice effectively both in writing and orally.

Motivational Fit

We need to know how well our requirements and offerings match your aspirations.

- Please describe how you are suited to working as a Government Lawyer.
- Please outline how you feel you might contribute effectively to a role with the GLD.

For this GLD campaign, only the 'Legal Professional Skills', and 'Motivational Fit' competencies, as well as your written communication, as evidenced in your written statements, will be assessed at the application form/short-listing stage. Should you be successful in being invited to interview, your performance in all of the key competency areas will be tested. These are summarised below:

Legal Professional Skills – as above

Motivational Fit – as above

Setting Direction – Making effective decisions

- Make difficult decisions by pragmatically weighing up the complexities involved against the need to act
- Analyse and evaluate data from various sources to identify pros and cons and identify risks in order to make well considered decisions
- Identify the main issues in complex problems, clarify understanding or stakeholder expectations, to seek best option

Engaging People – Collaborating and partnering

- Work as an effective team player, managing 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
- Demonstrate genuine care for others, is approachable and build strong interpersonal relationships

Delivering results – Managing a quality service

- Exemplify positive customer service behaviours and promote a culture focused on ensuring customer needs are met
- Make clear, pragmatic and manageable plans for service delivery using programme and project management disciplines
- 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 individual and organisational learning and talent opportunities are fully exploited to enhance organisational capacity
- Coach and support colleagues to take responsibility for their own development (through giving accountability, varied assignments and on-going feedback)
- Establish and drive discussions to learn from experience and adapt organisational processes and plans
- Prioritise and role model continuous self learning and development, including leadership, management and people skills

For further information on the above please see the following documents:

'Civil Service Competence Framework 2012-17: Level 4 – Grade 7 and 6 or equivalent'

'Legal Professional Skills for LO, Grade 7, Grade 6'

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/436073/cscf_fulla4_potrait_2013-2017_v2d.pdf

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: glqualified@tmpw.co.uk

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. GLD will not meet the cost.

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 where a 2.1 degree or higher is held), 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

GLD 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

GLD has 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 GLD 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 GLD 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.

Successful candidates will also be required to be cleared to SC (security check) level.

Some posts will require clearance to a level higher than SC 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 GLD Recruitment Team.



COMPLAINTS PROCEDURE

GLD 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 either by telephone on 0207 210 3436 or by email 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.