

**VACANCY NOTICE**  
**GOVERNMENT LEGAL DEPARTMENT**  
**TRADE LAWYER**  
**OCTOBER 2017**

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## HEADLINE INFORMATION

<b>JOB TITLE:</b>	Grade 7 Trade Lawyer
<b>DEPARTMENT:</b>	Government Legal Department
<b>DIVISIONS:</b>	Department for International Trade Legal Advisers & Department for Environment, Food and Rural Affairs Legal Advisers
<b>LOCATION:</b>	London
<b>CLOSING DATE &amp; TIME:</b>	<b>Friday 20 October at Midday</b>
<b>INTERVIEW DATES:</b>	Mid to Late November
<b>WORKING ARRANGEMENT:</b>	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.

<b>APPOINTMENT TERM:</b>	Either 3 years fixed term or permanent
<b>NUMBER OF POSTS:</b>	Up to 10
<b>SALARY:</b>	£48,400 (Grade 7) £42,420 (Legal Officer)

The vacancies on offer are at Grade 7. The minimum salary for this grade is £48,400 (London); there may be scope for some flexibility on starting salaries depending on relevant experience. However, 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 whichever comes sooner (subject to satisfactory performance).

<b>TRAVEL REQUIRED:</b>	Travel abroad may be required for some posts in due course.
<b>GUARANTEED INTERVIEW SCHEME:</b>	Yes
<b>RESERVED/NON-RESERVED:</b>	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 and Leeds.

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.

### **The Divisions**

The Department for International Trade Legal Advisers is a Division of the Government Legal Department. The Division advises the Department for International Trade's Trade Policy Group (TPG). TPG has been set up to provide the capability to deliver an independent trade policy for the UK as we leave the European Union. TPG is developing with the rest of Government the UK's specific goals and policies for international trade agreements, and building its own capability as a world leading trade policy organisation to deliver them. DIT Legal Advisers provides legal support to TPG across the range of its work, including establishing the UK's independent membership of the WTO, developing a new independent trade remedies regime for the UK, leading on developing the UK's detailed trade policy positions, building the capability to bring and defend trade disputes and developing a new trade strategy through free trade agreements. It also advises on export control matters, which are frequently high profile and fast moving, and supports teams leading on market access, services, investment, goods, IP, procurement, regulatory environment and sustainable development. The Division is advising on the legislation required to put in place the powers needed for the UK to establish an independent trade policy, and co-ordinating DIT's input into the European Union (Withdrawal) Bill.

The Government Legal Department also has a number of trade lawyers with the Department for Environment, Food and Rural Affairs Legal Advisers (DLA). Agriculture, and the trade in food and agricultural products, forms one of the most contentious areas of international trade policy. Defra leads on those areas and the work of DLA includes advising on the setting of tariffs and tariff rate quotas, the application of the Sanitary and Phytosanitary (SPS) and Agriculture Agreements under the WTO, the negotiation of elements of future Free Trade Agreements and the handling of relevant trade disputes.

## **VACANCY DESCRIPTION**

A number of immediate opportunities with both legal divisions have arisen at Grade 7 level, across the range of their trade law work including on trade disputes and free trade agreements. It is anticipated that

some lawyers will form part of international trade negotiation teams, which will involve travel abroad in due course.

## RECRUITMENT PROCESS AND HOW TO APPLY

To apply for this position, candidates are asked to submit the following:

- A form of words addressing the **Legal Professional Skills** (maximum 750 words) and **Motivational Fit** (maximum 250 words) competencies. The communication competency will be assessed based on this content.
- Your employment history and experience as required through the application process.
- Confirmation of having achieved a minimum of a 2:1 degree in your 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.

Candidates meeting the advertised minimum eligibility criteria may 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 on receipt of their application which may be before the closing date, and will be 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 into your main inbox. If concerned please contact the Recruitment Team for advice (see contact details at the end of this notice).

If selected, on the day of the interview you will be asked to undertake a written exercise in addition to a traditional interview. We will allocate successful candidates to the most suitable division (DIT LA or DLA) available at the time of our offer, taking into account your performance at interview. We may hold a reserve list if the number of successful candidates after interview exceeds the number of available vacancies.

## PERSON SPECIFICATION

### Application Stage

We are looking for highly motivated lawyers. You will need strong communication skills, 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 Adviser Grade 7 level.

In particular, we are looking for the following in **Legal Professional Skills**:

- Sound knowledge and experience (whether academic or in practice) of international law or EU law, and international trade law. Experience of international negotiations or international dispute settlement procedures would be desirable.
- Sound understanding of public law.
- Reliable legal judgement 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. Good understanding of the role of lawyers in government.

### **Motivational Fit**

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

Please outline why you are motivated to join the Government Legal Department and how you feel you might contribute effectively to a role with the GLD.

### **Interview Stage**

#### **Key competences:**

Should you be successful in being invited to Interview with GLD, your performance in 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 a 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 - Leading and communicating**

- Working to lead and communicate to others clearly and effectively, including when working across Departmental and other boundaries.

All of these competencies will be tested in the application form. A number will be selected for testing at interview.

## **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**

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 3 years of appointment to a permanent post. GLD will not meet the cost. Successful applicants will not be required to undertake the Qualified Lawyers Transfer Scheme if they choose to be appointed on a fixed term basis.

*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.

### **Employment Terms**

Posts will be offered either on a permanent basis or on a 3 year fixed term basis; please let us know if you have a preference. Successful candidates appointed on a fixed term basis may have the option to become permanent at the end of the fixed term appointment. Please let us know your preference in the application form, bearing in mind the current requirement for overseas lawyers to undertake the Qualified Lawyer Transfer Scheme within 3 years of permanent appointment.

GLD is hopeful that successful candidates will be able to take up their post in, or near to, February 2018, although we do understand that this may not always be possible.

### **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.

## **CONTACT POINT**

If you would like to discuss the application process further, 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](mailto:glsqualified@tmpw.co.uk)

## **GUARANTEED INTERVIEW SCHEME**

The Government Legal Department 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 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.

In addition, if you are unable to complete your application online due to disability, please contact [glsqlified@tmpw.co.uk](mailto:glsqlified@tmpw.co.uk) for details of how to complete a paper application.

## **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.

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

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 either by telephone on 0207 210 3436 or by email at: [caroline.anerville@governmentlegal.gov.uk](mailto: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.