



## Headline information

<b>JOB TITLE:</b>	Legal Counsel
<b>DEPARTMENT:</b>	Institute for Apprenticeships
<b>DIVISION:</b>	Corporate Services
<b>LOCATION:</b>	London or Coventry
<b>CLOSING DATE &amp; TIME</b>	Wednesday 3 October 2018 <b>12 pm (mid-day)</b>
<b>INTERVIEW DATES:</b>	Week commencing 22 October (provisional)
<b>WORKING ARRANGEMENT:</b>	Full time / Part time / Job share
<b>APPOINTMENT TERM:</b>	Permanent
<b>NUMBER OF POSTS:</b>	1
<b>SALARY RANGE:</b>	London £52,106 to £59,724 Coventry £48,493 to £55,549
<b>SALARY DETAILS:</b>	A market supplement of up to £5,000 is available for exceptional candidates
<b>TRAVEL REQUIRED:</b>	Sometimes
<b>CRB REQUIRED:</b>	No
<b>GUARANTEED INTERVIEW SCHEME:</b>	Yes
<b>RESERVED/NON-RESERVED</b>	Non-reserved

## VACANCY DESCRIPTION

Working closely with the Head of Legal, you will advise the Institute on all legal aspects of its work. A significant proportion of your time will be dedicated to supporting with the procuring and contracting of Awarding Organisations who will deliver T Level qualifications under a series of single license arrangements. This will involve providing legal advice, alongside the Head of Legal, to the Deputy Director for Commercial Delivery and the Deputy Director for Technical Education Implementation and Delivery who are responsible for:

- overseeing the commercial strategy for T Levels
- preparing the Invitation to Tender competition
- supporting with the awarding of contracts to the winning Awarding Organisations, and
- managing contracts with Awarding Organisations and performance management of the contracts.

Ultimately, you will help the Institute to deliver the best possible commercial outcomes for the organisation and programme. You will work closely with our external solicitors, Mills & Reeve, who are the advisers to the Institute and the Department for Education on the T Levels procurement. Part of the role will involve acting as an intermediary between our external solicitors and the Institute.

You will also have a particular role on the other commercial aspects of the Institute's work advising on issues such as data protection, contracts and procurement, with another important focus being freedom of information. The postholder will have exposure to senior leaders at the Institute and colleagues at the Department for Education as well as the Government Legal Department's Commercial Law Group.

This is a unique post where you will be at the cutting-edge of both an exciting government policy as well as novel and complex legal issues.

## **WORK OF THE ORGANISATION**

The Institute for Apprenticeships was established under the Enterprise Act 2016 as the new employer-led independent Crown body responsible for the quality of apprenticeships. The Institute launched in April 2017, and plays a crucial part in delivering the Government's vision to provide a world-class apprenticeships system.

We are a non-departmental public body, sponsored by the Department for Education, with offices in both London and Coventry, employing just under 90 members of staff.

The Institute is delivering a flagship Government policy with frontline impact and your work will help ensure that people of all ages and backgrounds have the opportunity to maximise their potential, and contribute to improving social mobility and the UK's productivity.

The Institute's role is set to expand this year as it takes on new responsibilities in relation to classroom-based technical education. Reforming technical education will help meet the needs of our growing and rapidly changing economy, by raising the prestige of technical education so that it is sought-after by students, and so that employers recognise and value the skills and experience that it provides.

The new functions will give the Institute responsibility for managing the development and approval of T Levels - new technical education programmes - by working with experts in relevant occupations and industries, and by running the successful procurement for the single awarding body for T Levels.

## **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.

The application and interview process will seek evidence of the following competencies:

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

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

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

- A knowledge of commercial law and expertise in challenging commercial scenarios to achieve good commercial outcomes.
- A sound knowledge of public procurement legislation and experience in having advised on procurements.
- 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.
- Sound understanding of public law.
- Some experience of freedom of information legislation is desirable.

## **ORGANISATION CONTACT POINT**

If you would like to discuss this post further with someone in the organisation, or would like to be put in touch with a lawyer working in the team please contact:

Name: Government Legal Recruitment Team  
Telephone: 0845 3000 793 or 0117 923 4417  
Email: [govqualified@tmpw.co.uk](mailto:govqualified@tmpw.co.uk)

## **MINIMUM ELIGIBILITY CRITERIA**

### **Professional Qualifications**

The recruiting organisation 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 subject to the rules of the professional bodies (where applicable). Barristers and Solicitors qualified in a jurisdiction outside of England and Wales 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).

*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.

### **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 organisation will consider applicants who do not have a 2.1 degree (or above) (e.g. where a lower degree classification is held, or, where applicants have (under the rules of the professional bodies) qualified as a Solicitor/Barrister/ Chartered Legal Executives without a 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)).

*Chartered Legal Executives* should note that the department 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).

### **Nationality**

The Institute for Apprenticeships 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 on [GOV.UK](https://www.gov.uk).

Please note that it is possible to meet the above nationality requirements and still not be legally entitled to work in the UK. The [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 their 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 Visas and Immigration 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**

Some 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 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 Institute 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**

This [notice](#) sets out how we will use your personal data throughout the recruitment process, and your rights.

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 Recruitment Team: Telephone: 0845 3000 793 or 0117 923 4417, Email: [govqualified@tmpw.co.uk](mailto:govqualified@tmpw.co.uk)



## **Complaints Procedure**

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 Kristofer McGhee at [kristofer.mcghee@education.gov.uk](mailto:kristofer.mcghee@education.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.