



Government Legal Department

Unique and high-profile work for Government

We are looking for highly capable qualified lawyers to join our supportive Commercial Law Group where we can offer a challenging and exciting career.

The Government Legal Department provides legal advice to central Government Departments on matters that are frequently scrutinised in Parliament and the media. Our clients range from the Home Office, the Department for International Trade to the Department for Health and Social Care and the Ministry of Defence, to name just a few. When you join GLD's Commercial Law Group we offer broad and unrivalled career opportunities.

We would be pleased to receive applications from candidates whatever stage you are at in your legal career. Whether you are newly qualified, returning to work after a break, or looking to 'do something different', GLD is a supportive and happy place to work.

Headline information

These vacancies are for permanent roles across all our London based teams. We have roles that can be worked full-time, part-time or as part of a job share. For certain roles, some travel may be required, including to Brussels. Our starting salary for Grade 7 lawyers is £48,800 and £42,844 for those joining us with less than 3 years' PQE until they hit 3 years' PQE or are in service for one year, whichever comes sooner.

LOCATION:	London only
APPOINTMENT TERM:	Permanent
NUMBER OF POSTS:	c. 25
SALARY RANGE:	Grade 7 - £48,800 – £61,000 (London) Legal Officer - £42,844 (up to 3 years PQE)
PATTERNS:	Full time / Part time / Job share
TRAVEL REQUIRED:	Sometimes
CRB REQUIRED:	Yes
GUARANTEED INTERVIEW SCHEME:	Yes
RESERVED/NON-RESERVED:	Non-reserved

Work of the Government Legal 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 2,500 employees, around 1,800 of whom are solicitors or barristers. The department is based primarily in London but has teams in Bristol, Manchester 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.

Commercial Law Group

The Commercial Law Group was launched on 2 June 2014, to create a unified expert commercial law service for government.

The Commercial Law Group is friendly and welcoming, with a strong culture of collaborating and supporting one another. The most recent Civil Service People Survey results demonstrate, for example, that people feel they can rely upon each other to help when things get difficult, they are treated fairly at work and they are proud to work for GLD.

There are approximately 150 lawyers in the Group led by Wendy Hardaker, Commercial Law Director, who previously won the Civil Service Leadership Award. The individual teams range upwards from six lawyers, each led by a Senior Civil Servant and supported by our Business Management Team.

Applicants will be able to choose to apply for either Commercial or Commercial Litigation posts. If successful, you will only be considered for the position applied for. Please see below for a more in depth description of the roles available. If you have any questions, or would like to have an informal talk to one of our lawyers about the roles and life in GLD please use the contact details on page 9 and one of us will be in touch with you.

The Commercial Law Group has nine legal teams who provide commercial legal services to the following departments:

Home Office
Department for Education
Department for Environment, Food and Rural Affairs
Department for Work and Pensions
Ministry of Justice
Department of Health and Social Care
Cabinet Office
Department for International Trade
Department for Digital, Culture, Media and Sport

Department for International Development
Department for Business, Energy & Industrial Strategy
Crown Commercial Service
Government Digital Service
Ministry for Housing, Communities and Local Government, and
Arm's Length Bodies and Executive Agencies such as the Legal Aid Agency

Our Commercial Litigation Team

The Commercial Litigation and Dispute Resolution Team acts for a wide range of Government Departments and public bodies, with major clients including:

- HM Treasury
- Ministry of Defence
- Cabinet Office
- Department of Health and Social Care
- Crown Commercial Service
- Department for Transport
- Ministry of Justice
- Intellectual Property Office

The team is made up of around twenty qualified lawyers and is headed up by a Deputy Director, who leads a senior management team of six Grade 6 Lawyers. There are currently twelve Grade 7 Lawyers and Legal Officers, who will be joined by successful applicants for this role. The team also has two Legal Trainees and is supported by one or two Business Management staff.

The Team is friendly and welcoming, with a strong culture of collaborating and supporting one another. The most recent Civil Service People Survey results demonstrate, for example, that team members feel they can rely upon each other to help when things get difficult, they are treated fairly at work and they are proud to work for GLD.

The Team's work is high profile and often of very high value, and regularly involves working with governmental colleagues on cross-cutting issues. Lawyers can expect to deal with a wide range of topics, including:

- Commercial contracts
- Public procurement
- Intellectual property
- Information law
- Judicial review
- Construction
- Admiralty
- competition

Team members gain early responsibility for their own caseload within a supportive team environment, working alongside counsel and, where required, external experts. Given the nature of the team's client base and the type of disputes it handles, team members will often be required to advise on important questions of policy and to handle sensitive information belonging to both the Government and third parties.

Our Commercial Litigation Team conducts cases in a range of different forums, including:

- Commercial litigation in the High Court – most often the Technology and Construction Court, Commercial Court and Chancery Division, although it is also not unusual for the team's clients to be involved in litigation in the Court of Appeal and the Supreme Court;
- Public law disputes in the Administrative Court;
- Specialised work in other forums, for example information law cases in the First Tier and Upper Tribunals;
- High value arbitrations, both ad hoc and subject to institutional rules; and
- Adjudications, particularly in relation to construction disputes.

Lawyers in the team actively utilise all methods of Alternative Dispute Resolution, with a particular focus on reaching commercial settlements through negotiation and mediation. They also provide specialist advice in relation to issues such as contract management, intellectual property and data protection, and lead within GLD on the use of e-disclosure platforms and other technological innovations. The majority of the team's work is UK-focussed, but it also deals with disputes involving other jurisdictions.

The Group's leadership recognises the importance of developing specialist expertise and experience, and so commercial litigators joining the team will also have the opportunity to pursue an alternative career path as specialist Commercial Lawyers within the wider Group. Alternatively, after gaining experience of Government work, lawyers may instead choose to move into other areas by taking advantage of the many opportunities available through the department's wider career offer.

Our Commercial Law Teams

We have 6 commercial law teams focussing on providing largely non contentious advice to specific Departments. They work closely with the Departments so feel like proper "in house" roles. Much of the work is on the boundaries of commercial and public law, often at the forefront of major government initiatives. The government draws continuously upon the skills of commercial lawyers to bring to life policies pledged in their election manifestos and elsewhere.

Our commercial lawyers provide a wide range of commercial legal advice, including on:

- commercial contracts
- public procurement
- construction
- information technology
- intellectual property
- public law aspects of commercial work/commercial decision making
- grants and state aid.

They draft and advise on every part of the commercial process, from the commercial law implications of a policy, through to designing the appropriate commercial construct, ensuring that projects appropriately manage legal risk, that contracts are managed effectively, and that any disputes are resolved as effectively as possible.

Effective contract and supplier management is essential to extract maximum value and so the commercial lawyers are called upon to advise on handling performance issues and disputes before they reach a formal dispute resolution procedure. Risk management of all types is a very large element of the role of our lawyers. If a dispute resolution procedure is commenced then commercial lawyers often work alongside litigation lawyers and counsel. Commercial lawyers also play a key role in instructing, working alongside and managing external law firms and counsel where additional and/or specialist advice is required. Commercial lawyers often work closely with

their legal colleagues in the advisory law teams in Government Legal Department which advise the same department helping to implement policies and advise on commercial legal issues raised.

There is increasing demand for the Group's services, largely due to the need to drive value from departmental contracts and because of new programmes of purchasing. This increase in demand has led to the need to recruit high calibre, commercial lawyers to help deliver our continuing success. Our Group offers some of the most interesting, varied, complex and high-profile commercial in-house work available anywhere. The work is broad but we do not expect candidates to cover every area when they join us.

Successful candidates can expect to be involved in some of the most high profile, complex and far reaching commercial issues in government.

Working in our Commercial Litigation and Commercial Law Teams

All our lawyers at G7 (who we call "Legal Advisers") have conduct of their own legal matters work directly with clients, including senior individuals. They also work with Senior Legal Advisers, and often Government lawyers with other specialisms and external lawyers, on more complex projects and programmes of work. Our teams have flat and flexible structures which gives us some scope to tailor the role and responsibilities of our lawyers to their experience.

Many of our Legal Advisers are highly experienced commercial lawyers. Some find the level of challenge, interest and variety of work suits their career aspirations. Others are working towards promotion to Senior Legal Adviser. All are highly valued and encouraged to take part in the overall development of the Commercial Law Group.

If you would like to find out more about what it is like to work for the Commercial Law Group and about the posts, please get in touch with the point of contact (details on page 9).

Essential criteria for both roles

Please note, for both sets of roles, only the Legal Professional Skills Criteria are different.

Sift

At sift stage, you will be asked to provide

- a 500 word statement to assess your Legal Professional Skills
- a 300 word statement to assess Motivational Fit
- a CV to assess your Legal Professional Skills
 - Please note, your CV should be no more than 2 A4 sides and in 11 point font

You will be assessed on the below criteria:

Technical – Commercial Law Team Legal Professional Skills

- Excellent powers of analysis of legal commercial problems and sound commercial legal judgement.
- A constructive approach to solving problems and the ability to provide legally sound, risk-based advice
- The ability to communicate advice effectively both in writing and orally.
- An ability to negotiate effectively and to draft commercial contracts.

- Good commercial and contract law experience is essential and an understanding of the wider public sector context is desirable.
- A good working knowledge of and experience of public procurement issues is desirable but not essential.

Technical – Commercial Litigation Team Legal Professional Skills

- Experience of working in a commercial litigation environment.
- Good commercial and contract law experience is essential and an understanding of the wider public sector context is desirable.
- A good working knowledge of High Court/TCC litigation.
- A good working knowledge of Alternative Dispute Resolution procedures.
- 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.

Please note you only need to demonstrate one of the list of skills above depending on which role you are interested in, not both.

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 GLD.

Interview

At interview stage, you will be assessed on the following criteria:

Technical Legal professional skills – as above

Motivational Fit – as above

Behaviours:

Working Together

- Build strong interpersonal relationships and show genuine care for colleagues
- Challenge assumptions while being willing to compromise if beneficial to progress
- Create an inclusive working environment where all opinions and challenges are taken into account, and bullying, harassment and discrimination are unacceptable

Managing a quality service

- Demonstrate positive customer service by understanding the complexity and diversity of customer needs and expectations
- Deliver a high quality, efficient and cost effective service by considering a broad range of methods for delivery
- Make clear, practical and manageable plans for service delivery.
- Proactively manage risks and identify solutions

- Create regular opportunities for colleagues, stakeholders, delivery partners and customers to help improve the quality of service

Communicating and Influencing

- Explain complex issues in a way that is easy to understand
- Deliver difficult messages with clarity and sensitivity, being persuasive when required
- Consider the impact of language used
- Remain open minded and impartial in discussions, whilst respecting the diverse interests and opinions of others

You will also be asked some strengths based questions at interview.

For further information about Civil Service recruitment processes and Success profiles, please visit: <https://www.gov.uk/government/publications/success-profiles>

Please see the full application process on page 8 of this document.

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. GLD 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 qualified to practise as a Solicitor, Barrister or Chartered Legal Executive in England and Wales (or will be qualified 3 months from application date). 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 5 years of appointment, and employment will be conditional upon the successful completion of the QLTS within this time period. GLD offers some partial funding for the QLTS, however applicants should note that there is also a cost to the individual.

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 GLD 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).

What to expect if you choose to apply

- 1) You register your interest and submit your application
- 2) Candidates meeting the advertised minimum eligibility criteria will be asked to complete an online Critical Reasoning Test which will be sent via email. Applicants will be asked to complete this before a deadline – please ensure you check your email inboxes carefully, including junk folders as some systems filter the link as ‘spam’ or ‘junk’. If concerned please contact the Recruitment Team for advice (see contact details below).
- 3) Candidates who meet the required standard on the critical reasoning test will have their applications sifted by a GLD sift panel. Please note detailed feedback will not be given following sift, however sift scores will be made available.
- 4) You will be interviewed by a GLD panel. Interviews normally last around 50 to 60 minutes.
- 5) We will allocate successful candidates to the most suitable vacancy available within the area applied for 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.

To apply

Please click here to apply: www.gov.uk/glp

Timing

We welcome applications on a continuous basis between 17 December 2018 and 20 February 2019.

Applications will be assessed in 3 waves throughout the period. The cut-offs for each wave are:

Wave	Cut-off (midday)
1	9 January 2019
2	30 January 2019
3	20 February 2019

Candidates should note that if all vacancies are filled at the close of a particular stage, then GLD may close subsequent phases.

Offers are made strictly in order of merit. Where candidates pass the Board but cannot be offered posts at that particular time, we may keep them on a reserve list for a period of time and offer a post at a later stage.

Applicants may only apply to one of the phases listed above - repeat applications are not permitted within the period 17 December 2018 to 20 February 2019.

Please note you can only apply for either a Commercial or Commercial Litigation role. If unsuccessful for one, you will not be considered for the other.

On flexible working and annual leave

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 also be considered.

The annual leave allowance is 25 days, and then 30 days after 5 years' total service.

Point of contact

Name: GLD Recruitment Team
Telephone: 0845 3000 793 or 0117 923 4417
Email: govqualified@tmpw.co.uk

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).

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

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 Government Legal 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 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

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 GLD Recruitment Team, Telephone: 0845 3000 793 or 0117 923 4417, Email: govqualified@tmpw.co.uk



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 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.