



Government
Legal Department



Grade 7 DfT Commercial Rail Lawyers

HEADLINE INFORMATION

JOB TITLE:	Grade 7 Lawyer
DEPARTMENT:	Government Legal Department.
DIVISION:	Department for Transport Legal Advisers
LOCATION:	London
CLOSING DATE & TIME:	Monday 11 February 2019 12pm (mid-day)
INTERVIEW DATES:	Late February
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:	Up to 6 posts
SALARY:	£48,800 to £61,000 - Grade 7 £42,844 - Legal Officer (less than 2 years' PQE)

The vacancy on offer is at Grade 7 with a salary range of £48,800 to £61,000 (London).

Existing Grade 7's on level transfer will retain their current basic salary if it is within the GLD pay range. If currently a Civil Servant and your salary is higher than GLD maxima you will be placed on the maxima of the pay range and receive the difference as a mark-time allowance, if agreed by HR.

Where your salary is below GLD's G7 minima you will be raised to the minima of the pay range, £48,800. Any reserved rights to London Weighting or associated London allowances, will be consolidated into basic salary before the uplift to GLD G7 minima. If this results in your salary exceeding the pay range maxima, you will retain the difference on a mark-time basis. Any other allowances will not be retained on moving to GLD.

On promotion there will be an increase of 10% to your current basic salary, or move to the pay range minima, whichever is the highest. If you are in receipt of any reserved rights to London Weighting or associated London allowances, these will be consolidated after applying the 10% promotion calculation. After this calculation if your salary is below the minima of the pay range, you will be moved to the minima of the pay range.

Any other allowances will not be retained on promotion

The vacancies on offer are at Grade 7 at £48,800 (London), but appointments to Legal Officer on a salary of £42,844 will be made where successful candidates have less than 2 years post qualification experience (PQE). Candidates appointed as a Legal Officer will re-grade to Grade 7 when they reach one year's service or 2 years PQE, whichever comes sooner (subject to satisfactory performance).

Re-grading from Legal Officer to Grade 7 when one year's service or two years PQE is reached, whichever comes sooner, is only available to those individuals that are successful through this campaign. Existing GLD Legal Officers are able to apply for these vacancies and if successful would be re-graded to Grade 7 when they reach one year's service or two years PQE, whichever comes sooner (subject to satisfactory performance).

Please note that any move across the Civil Service on or after October 2018 may have implications on an employee's ability to carry on claiming childcare vouchers. You may however be eligible to claim tax free childcare.

TRAVEL REQUIRED:	Sometimes (Travel and subsistence costs will be reimbursed in line with Departmental policy)
GUARANTEED INTERVIEW SCHEME:	Yes
RESERVED/NON-RESERVED:	Non-reserved

Please note that the Success Profiles recruitment framework will be used for this campaign. Further information can be found at:
<https://www.gov.uk/government/publications/success-profiles>

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 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 other locations including Bristol, Manchester, and Leeds.

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.

Division

DfT Legal Advisers advise the Department for Transport (DfT) across a wide range of its functions. The Department for Transport's vision, as it enters its centenary year, is to deliver a transport system that works for everyone and that, by always putting passengers and motorists first, will make people's journeys safer, cleaner, faster and more affordable today, while building the capacity we need for tomorrow. The Department for Transport provides leadership across the transport sector to achieve its objectives, working with regional, local and private sector partners to deliver many of the transport services people use today.

DfT Legal Advisers has over 100 lawyers and is headed by Brett Welch. The Division is based at the Department's principal office in Horseferry Road in Westminster. We are organised into a number of sector-based legal teams, and work closely with ministers and policy, operational and commercial officials in DfT and across Whitehall.

The policy and political environment is fast-moving, and the Department for Transport has a major legislative, regulatory and commercial portfolio. We ensure that the Department for Transport receives high quality advisory legal services to support the full range of its activities.

Commercial Rail Lawyers in DfT Legal Advisers

The Government's rail programme has never been more ambitious. The Rail Group's remit encompasses huge projects, including delivery of the next generation of intercity trains through the InterCity Express Programme, the Thameslink Upgrade and Crossrail - the biggest construction project in Europe. The Rail Group is also supporting the Williams Rail Review, a fundamental look at many aspects of the rail industry, as well as extensive ongoing rail franchising programme activity. Rail Group and High Speed Rail Group are also working with HS2 Ltd and Network Rail to plan and deliver the railway of the future, as well as managing today's network through a period of major change.

Both Groups are doing all of this against a backdrop of a highly complex and interconnected rail industry. Network Rail, train operating companies, rolling stock companies, manufacturers, the regulator and the wider supply chain all have roles to play. There are different levels of devolution to Scotland, Wales, London and some Passenger Transport Executives (PTEs). Our lawyers play a central role in supporting both Groups in delivering their challenging and diverse portfolio of work.

There is significant political and media interest in rail, which makes the work of both Groups exceptionally high profile. Members of the Rail Commercial Contracts and Procurement Team, have also recently won a prestigious Legal 500 award. They were named as In-House Infrastructure Team of the Year for their work on the West Coast Partnership rail franchise competition. The successful bidder will be the first operator of the High Speed 2 railway line so the team's work is critical to delivering the benefits of this huge construction project.

We are looking to recruit lawyers with a commercial background to support this nationally important programme of work. Current issues our rail lawyers are working on include:

- The Rail Review, led by Keith Williams, former Chairman and CEO of British Airways;
- EU Exit as it affects the rail industry and its regulation;
- High Speed 2 – developing, legislating for and building a new high speed rail line from London to Birmingham and onwards to Leeds and Manchester;
- Crossrail – to bring it into service;
- Crossrail 2 – proposals for a North-South cross London line;
- The West Coast Partnership, a franchise competition that will combine the current InterCity West Coast services with the development and introduction of High Speed 2 services;
- Designing the East Coast Partnership, the first of a new generation of long-term regional rail partnerships on the East Coast Mainline;
- The Intercity Express Programme - Advising on issues relating to the introduction of the next generation of intercity trains on the East Coast and Great Western routes;
- Assessing proposals for delivery of Northern Powerhouse Rail;
- East West Rail – advising on issues relating to the introduction of a new rail link which would re-open the line between Oxford and Cambridge within this strategically important corridor.

The Legal Adviser Role

Legal Advisers play a very important and highly valued part in our service. All will have conduct of a number of their own legal matters for the Department and will work directly with clients (including as an integral part of project teams), including senior individuals. Our teams have flat and flexible structures which gives us scope to tailor the role and responsibilities of our Legal Advisers to their experience. Our lawyers frequently work with external lawyers and other specialists on more complex projects and programmes of work. Many of our Legal Advisers are themselves highly experienced commercial lawyers, who find that the level of challenge and the variety of work suits their career aspirations. All Legal Advisers are encouraged to take part in the overall life of the Division and wider Government Legal Department.

ESSENTIAL CRITERIA

Technical Legal Skills

- Strong commercial law experience including experience of advising on complex commercial arrangements.
- Excellent powers of analysis and sound legal judgement.
- A constructive approach to providing legally sound, risk-based advice.
- A good working knowledge of and experience of public procurement issues is desirable, but not essential.

Motivational Fit

- Demonstrate real interest in the application of law to the spirit of public service
- Can articulate a clear motivation to work for the GLD and DfT Legal Advisers
- Demonstrate interest in public law and the workings of Government.

Behaviour: 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
- Remain open minded and impartial in discussions, whilst respecting the diverse interests and opinions of others

Behaviour: Managing a Quality Service

- Demonstrate positive customer service by understanding the complexity and diversity of customer needs and expectations
- Proactively manage risks and identify solutions
- Create regular opportunities for colleagues, stakeholders, delivery partners and customers to help improve the quality of service

Behaviour: 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

RECRUITMENT PROCESS

Application Stage

At application stage, candidates will be asked to complete a career history and the following to substantiate your application against each of the criteria listed below:

- **Technical Legal Skills (up to 750 words)**
- **Motivational Fit (up to 500 words)**

Your application should demonstrate how you meet the criteria for the post, with relevant examples. It will not be sufficient to reiterate the criteria; you are expected to illustrate how you have met the requirements.

Your application will be sifted by a GLD panel.

Interview Stage

Should you be successful in being invited to interview, alongside being tested on your performance in key criteria, which are listed below, you will be asked a series of strength-based questions.

- **Technical Legal Skills**
- **Motivational Fit**
- **Behaviour: Communicating and Influencing**
- **Behaviour: Managing a quality service**
- **Behaviour: Working Together**

Alongside your invitation interview, you will be asked to complete a written exercise under timed conditions in advance of attending your interview. The written exercise will assess **Technical Legal Skills**.

On the day of interview, you will have the opportunity to prepare your response to certain criteria in advance of the interview.

We appoint in strict order of merit. If you meet the minimum criteria for this position but are not successful in obtaining a Grade 7 Lawyer because the number of successful candidates after interview exceeds the number of available vacancies, we may hold a reserve list.

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

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

DEPARTMENTAL CONTACT POINT

If you have any questions about these posts, or would like to have a discussion with a legal adviser within one of our rail teams about working at DfT Legal Advisers, please contact:

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

LOCATION

London - Great Minster House, 33 Horseferry Road, London, SW1P 4DR.

Please note from the start of summer 2019, GLD Head Office will be moving from One Kemble Street London WC2B 4TS to 102 Petty France, Westminster, London, SW1H 9AJ. The move from our current building will be phased over approximately three months, and colleagues will be informed of an anticipated move date beforehand.

Excess fares, travel costs or relocation costs will not be paid for either location.

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 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 the GLP 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).

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 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 GLP 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.

Some posts will require a higher level of security clearance 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.