



Foreign &
Commonwealth
Office



Civil Service HR
Government
Recruitment Service

Assistant Legal Advisers Foreign & Commonwealth Office

Band D6/D7

Reference: 1618580

Closing date: Midnight 25th March 2019

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Who We Are

The Foreign & Commonwealth Office (FCO) promotes the United Kingdom's interests overseas, supporting our citizens and businesses around the globe.

Responsibilities

We are responsible for:

- safeguarding the UK's national security by countering terrorism and weapons proliferation, and working to reduce conflict
- building the UK's prosperity by increasing exports and investment, opening markets, ensuring access to resources, and promoting sustainable global growth
- supporting British nationals around the world through modern and efficient consular services

Priorities

The Foreign Secretary and the FCO Board of Management have agreed our new Priority Outcomes for 2017 to 2018, which fall under our foreign policy priorities of protecting our people, projecting our global influence and promoting our prosperity.

Read our [Single Departmental Plan](#) to find out more about how we are performing against our objectives.

Who we are

The Foreign & Commonwealth Office (FCO) has a worldwide network of embassies and consulates, employing over 14,000 people in nearly 270 diplomatic offices. We work with international organisations to promote UK interests and global security, including the EU, NATO, the United Nations, the UN Security Council and the Commonwealth.



About the role

Main Purpose of Job

The Legal Directorate of the Foreign and Commonwealth Office advises on all legal matters affecting the work of the FCO, both domestic and international. The work is varied and highly responsible. In addition to a wide range of work in the field of public international law, the job includes advising on European Union law, human rights law, public law and other relevant areas of UK law, as well as questions arising in connection with the governance of the United Kingdom's overseas territories.



FCO Legal Directorate comprises around 70 lawyers working in London and overseas. It also includes the FCO's Treaty Section and Maritime Policy Unit.

Further information about the work of FCO Legal Directorate can be found in its [Annual Report](#).

Roles and Responsibilities

Assistant Legal Advisers (ALA's) are allocated to one of the five current legal teams:

- National Security
- EU and Human Rights
- Foreign Relations
- International Institutions and Security Policy
- Overseas Territories and Maritime.



ALAs can expect to spend around 3 years in a team before moving to another role so that they acquire a broad range of legal experience. ALAs also have the opportunity to serve in legal roles in diplomatic missions overseas. There are currently ALA posts in Brussels, New York, Geneva, The Hague, Strasbourg and Washington DC.

The work of an ALA is varied and will depend on the role. ALAs can expect to advise on a range of questions of public international law, as well as domestic law (particularly public law). Our ALAs can also be expected to lead on:

- litigation before international courts and tribunals;
- handling litigation in domestic courts against the FCO; and
- drafting legislation, in particular statutory instruments concerning the Overseas Territories.

ALA's can also be expected to represent the UK at bilateral and multinational meetings and negotiations, including in the UN, EU and the Council of Europe.

Subject to the precise role, there may be some opportunities for travel.

Person Specification

About You

You must be a British Citizen.

Satisfactory security clearance to a high level (**Developed Vetting**) is a condition of appointment.

For more information about this process, [click here](#).

You must have been resident in the UK for two out of the last ten years immediately prior to your application. (Please note: at least one year of which must have been a consecutive twelve-month period, unless you have served overseas with HM Forces or in some other official capacity as a representative of Her Majesty's Government, or have lived overseas as a result of your parents' or partner's Government employment.)

It is essential in your application that you provide evidence and proven examples in each of the following minimum criteria as far as you are able to do so.

These responses will be further developed and discussed with those candidates invited for interview.



Minimum Criteria

Qualifications

- Hold an upper second class honours degree.
- Fully qualified barrister or solicitor in England, Wales or Northern Ireland, or advocate or solicitor in Scotland

Skills

Significant experience of, or skills in;

- public international law, European Union law, human rights law, public law
- **or**
- the law relating to the United Kingdom's overseas territories, as demonstrated either by experience of relevant practice or legal study.

Person Specification

About You

This vacancy uses the **Success Profiles Framework** and will assess your Behaviours, Strengths, Experience and Technical skills.

Behaviours

The behaviours you will be assessed on at the application stage and during the interview are as follows:

- **Working Together**
- **Making Effective Decisions**
- **Seeing the Big Picture**
- **Managing a Quality Service**



Please see the **Success Profiles Framework** for more information about these.

It is imperative that your application form provides evidence of the behaviours above. You will be tested on two of the four competences for this role on the application form. These are **Working Together** and **Making Effective Decisions**. The other two behaviours will be tested at the interview stage, together with specialist legal questions.

Please note that the FCO carries out name-blind (anonymised) recruitment to help build a more diverse and inclusive workforce. The personal information on your Application form and/or CV will be concealed during the sifting phase and only the names of those who are being invited for interviews will be made known to the Panel.

Salary and Pension



Salary

The total package for this role at **D6** is a maximum of **£56,000** per annum, depending on demonstration of skills, competence and experience. This figure includes a non-pensionable, non-consolidated Location Allowance of **£5,000** and a pensionable, non-consolidated Market Forces Allowance (MFA) of up to **£3,956**. Please note that existing Civil Servants do not qualify for MFA and should refer to the paragraph below.)

The total package for this role at **D7** is a maximum of **£63,452** per annum, depending on demonstration of skills, competence and experience. This figure includes a non-pensionable, non-consolidated Location Allowance of **£5,000**.

Future pay awards will be performance related, linked to the annual appraisal process and may include a non-consolidated Performance Related Payment (PRP) dependant on the level of performance. All future awards are subject to guidance issued annually by HM Treasury and the Cabinet Office.

Existing Civil Servants

For existing Civil Servants, the usual FCO rules on starting pay on level transfer or progression/promotion will apply. On level transfer your current salary, excluding any allowances, will be transferred to FCO payroll, subject to the FCO grade maximum. Progression applies if you are being promoted from AA to AO, HEO to SEO or Grade 7 to Grade 6. This attracts a 7.5% increase in current salary or the higher grade minimum, whichever is the greater. Promotion applies if you are being promoted from AA/AO to EO, from EO to HEO/SEO or from HEO/SEO to Grade7/6. This attracts a 10% increase in current salary or the higher grade minimum, whichever is the greater.

Pension

If you are transferring from another employer who offers the Civil Service pension arrangements, you will continue to be covered by those arrangements for the **duration of this appointment**.

Appointees may choose to join the alpha or partnership schemes offered by the Civil Service Pension Scheme:

If you join alpha, an occupational pension scheme which provides a defined benefit worked out on a Career Average basis, details of the contributions you will pay are shown below. Employer pension contributions cover the rest of the cost of the scheme.

alpha contribution rates from 1 April 2018

Employee contributions		Employer contributions	
Annualised rate of pensionable earnings	Contribution rate 2018-19	Annualised rate of pensionable earnings	Contribution rate 2018-19
Up to £21,636pa	4.6%	£23,000 and under	20.0%
£21,637 – £51,515	5.45%	£23,001 to £45,500	20.9%
£51,516 – £150,000	7.35%	£45,501 to £77,000	22.1%
£150,001 and above	8.05%	£77,001 and over	24.5%



Partnership is a stakeholder pension. Members do not have to make contributions. We pay a contribution, as employers, related to a member's age. If a member does make a contribution, we make an additional contribution to match it (up to a ceiling of 3% of annual earnings).

Further details of pension options will be provided on appointment. Appointees who are already members of the Civil Service Pension Scheme may have the option to remain within their existing scheme. For further information please see [Civil Service Pensions](#).

Application Process

Application

You will be required to submit your application by midnight **Monday 25th March 2019**.

You will be asked to provide responses to two of the Behaviours below, two specialist (legal) questions and complete a CV section.

In your CV please outline what skills and experience you will bring and your motivation to apply for the role.

The behaviours you will be assessed on at the application stage and during the interview are as follows:

- **Working Together**
- **Making Effective Decisions**
- **Seeing the Big Picture**
- **Managing a Quality Service**

Please see the [Success Profiles Framework](#) for more information about these.

It is imperative that your application form provides evidence of the behaviours contained in the Person Specification. You will be tested on two of the behaviours for this role on the application form. These are **Working Together** and **Making Effective Decisions**. The other two Behaviours (Seeing the Big Picture and Managing a Quality Service) will be tested at the interview stage, together with motivation, strength and technical questions.

Please note that the FCO carries out name-blind (anonymised) recruitment to help build a more diverse and inclusive workforce. The personal information on your Application form and/or CV will be concealed during the sifting phase and only the names of those who are being invited for Interviews will be made known to the Panel.

If you are successful at the application stage, you will be invited to attend a panel interview (in person) at the Foreign & Commonwealth Office in London.

There may be the option to conduct the interview via Skype for overseas candidates. If this is preferred, you must make this clear at the application stage.

Candidates will be required to give a Presentation at the Interview and the topic will be sent to you in advance.

There may be other opportunities in the future. Candidates who meet the required level at interview, will be kept on a reserve list for 12 months. Should this or another substantially similar role arise within this period, we may fill it with a reserve candidate from this campaign.

Please note that the FCO will not reimburse any travel costs or expenses incurred as part of the selection process.

Current FCO staff members are advised that this is an external campaign and, as such, you will be required to go through the same process as all other candidates.

Indicative Timeline

Please note that these dates are only indicative at this stage and could be subject to change.

The anticipated timetable is as follows:

Advert Closing Date	Midnight Monday 25 th March 2019
Sifting	From 5 th April 2019
Interviews	From 29 th April to 10 th May 2019

If you are successful at the application stage, you will be invited to attend a panel interview (in person) at the Foreign & Commonwealth Office in London.

Candidates are asked to note the above timetable, exercising flexibility through the recruitment and selection process.

Terms & Conditions

Terms of Appointment

This is a permanent appointment. It is graded at FCO Pay band **D6**. This role is in the Diplomatic Service of the Foreign & Commonwealth Office (FCO).

Recruitment is at **D6** with progression to **D7** possible after 2-3 years' service. Recruitment at **D7** level may be considered for applicants with the relevant level of skills and experience. All candidates will be assessed for both grades and successful candidates will be matched accordingly against evidence provided of their relevant skills and experience.

Please note that the total number of posts advertised is the anticipated number of vacancies based on current circumstances. It is subject to change

Opportunities arise from time to time for promotion to Legal Counsellor. Promotion will be solely on merit.

The probation period for this role will be 6 months. Provided the period of probation is completed successfully, the appointment will be confirmed. However, if the standard required for confirmation of appointment is not met, the appointment may be terminated.

Former members of the Home Service/Diplomatic Service who are re-instated or re-employed as substantive civil servants after a period of five years or more will be required to serve another period of probation. You will also be required to serve a period of probation if you are re-employed at a band higher than that at which you left the FCO.

Hours

You will normally work a 5-day week of 42 hours including a daily lunch break of one hour.

The following working patterns would be considered:

- Two applicants applying jointly as a job-share
- Working from home (1 day a week) - subject to business requirements and completion of Probation period
- Part time (a minimum of 4 days per week – exact times and days to be agreed with the successful applicant)

Leave

The paid leave allowance for this post will be pro-rated against an annual allowance of 25 days (5 weeks) rising to a maximum of 30 days leave after 5 years of service. You will also receive 9 days public and privilege holidays per year (pro-rated). The leave year runs from 1 January to 31 December.

Nationality and Residency

You will be eligible for appointment only if:

1. You are a British citizen; and
2. You have been resident in the UK for at least two of the previous ten years, at least one year of which must have been a consecutive twelve-month period, unless you have served overseas with HM Forces or in some other official capacity as a representative of Her Majesty's Government, or have lived overseas as a result of your parent's or partner's Government employment. Furthermore, to enable the appropriate security checks to be carried out, you must have resided for at least three consecutive years in one country.

You should be aware that a lack of sufficient background information might preclude you from being granted security clearance.

Developed Vetting and Other Checks

This job requires **Developed Vetting** security clearance as a condition of employment. If you are successful at interview, you will be asked to complete a number of security questionnaires. Employment references will also be obtained. There will be checks on your nationality and other matters, before a formal offer of appointment can be made, including checking applicant details against the Cabinet Office Internal Fraud Database (IFD) – see section below.

Cabinet Office Internal Fraud Database (IFD) Check

From 29th January 2018, the FCO started providing the Cabinet Office with information about employees who have been dismissed for fraud or dishonesty offences. This information is the individual's name, date of birth, national insurance number and a general description of the relevant misconduct. This also applies to employees who resign or otherwise leave but who, because of an adverse decision by the investigation panel, or decision maker, would have been dismissed for fraud or dishonesty had they continued in employment.

The Cabinet Office input this information onto a database – the Internal Fraud Database (IFD) – and retain it for a period of five years from the date of dismissal (or the date employment ended). It shares with the Foreign and Commonwealth Office the name, date of birth and national insurance numbers of the staff included on the IFD. Where an applicant to a department is successful in interview, the FCO will, as part of its pre-employment screening, check applicant details against the information received from the Cabinet Office. Any applicant who is included in the IFD will be refused employment.

Conflict of Interest

If you or your spouse/partner has any business interest or conflict of interest with the activities of the Foreign & Commonwealth Office, you will be expected to declare this at a later stage.

You will also be asked to inform us of any indirect conflict in interest you may have through any other family member or partnerships.

Confidentiality

You will be subject to the provisions of the Official Secrets Act.

Equal Opportunity

The Foreign & Commonwealth Office (FCO) is committed to equal opportunities. Our officers are recruited on merit through fair and open competition. We seek our strength through diversity and appoint suitably qualified individuals regardless of ethnicity, religion, sexual orientation, gender, social backgrounds, age or disability.

To help us ensure that our recruitment activity reflects the diversity of British society, we should be grateful if you could complete the equal opportunities section of the application form. However, you are under no obligation to provide these details.

The Recruitment Section of the FCO, those administering testing processes and the interview panel will not have access to the information you provide at any point during the recruitment process, nor will it be used as a selection tool.

Disability Confident Scheme for Disabled Persons

The FCO is an accredited 'Disability Confident Employer' under the government's Disability Confident Scheme, which denotes organisations which have a positive commitment towards disabled people. We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role as outlined in the Person Specification in this pack. By 'minimum criteria' we mean you must provide us with evidence in your application form which demonstrates that you generally meet the level of competency required for each competence, as well as meeting any of the qualifications, skills, or experience defined as essential.

If you wish to claim a guaranteed interview under the Disability Confident commitment, you should select this option in your application. It is not necessary to state the nature of your disability.



Reasonable Adjustments

We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process. Reasonable adjustments could include; allowing extra time during selection tests; ensuring that information is provided in an accessible format or; by providing training.

If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact us in the first instance.

If you wish to receive a hard copy of the information, or in an alternative format e.g. Audio, Braille or large font then please contact: fcorecruitment@cabinetoffice.gov.uk

FCO and General Data Protection Regulation (GDPR)

Personal data collected as part of this job application will be processed in accordance with the FCO's Data Protection Policy and Privacy Notice. You can read this [here](#). The Privacy Notice explains what personal data the FCO holds about you, how we collect it, and how we will use and may share information about you.

Civil Service Commission Recruitment Principles

The FCO's recruitment 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 Recruitment Principles](#).

If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, you should, in the first instance, contact HR Recruitment, Corporate Services Centre, Foreign and Commonwealth Office, PO Box 6108, Milton Keynes, MK10 1PX. If you are not satisfied with the response you receive from the FCO you can contact the Office of the Civil Service Commissioners in writing to:

Civil Service Commission

G/8
1 Horse Guards Road
London
SW1A 2HQ

Via Email to:

<mailto:info@csc.gov.uk>

Or call on:

020 7271 0831



The Civil Service Code

Information about Civil Service values can be found in the [Civil Service Code](#)

Benefits for Staff

General Benefits for all staff

Pay in the Delegated Grades (staff below the SCS)

Unlike many Whitehall Departments, the FCO has one unified pay scale for its entire staff, whether you work in London, Hanslope Park or overseas.

In-Year Performance Awards Scheme

Staff in the Delegated Grades are eligible to receive a bonus and/or non cash award as an individual or as a member of a team. Awards under the scheme vary from £10-£2,000.

Special Paid Leave

This may be granted when getting married, for paternity, or for compassionate reasons and in some circumstances, for study and exams.

Career Breaks and Special Unpaid Leave

Subject to operational requirements, these may be granted for a variety of circumstances such as voluntary work, study, nursing a relative etc.

Time off in Lieu (TOIL) and Official Travel Time

These can be taken if you work in excess of your conditioned hours, with prior agreement of your line manager.

Learning and Development

The FCO is an organisation that recognises that workplace learning is vital to success and needs to be accessible to all. We strive to create the right environment to empower staff to take responsibility for their own learning and developing both personally and professionally. You will have access to formal and informal learning opportunities to help you develop the right skills, competences and knowledge at the right time.

The Diplomatic Academy provides a first class learning facility, ensuring that all staff have the knowledge and expertise needed to represent the UK and pursue the national interest.

Free Annual Eye Test

These are available up to £25. There may also be a contribution of up to £100 for frames/prescriptions.

Flexible Benefits

Staff discounts and savings (including cash back options) are available at retailers such as Sainsbury's, Marks & Spencer etc.

Give as You Earn

You can make a donation to charities that are tax/NI free through Payroll. This is particularly attractive to higher tax earners as this cannot be done through direct donations.

Employee Assistance Programme

This provides a 24/7 confidential counselling service on such matters as financial problems, childcare, social security benefits, elder residential care etc.

Pre-Retirement Help

Officers considering retirement have access to a one-day workshop and online support offered through Civil Service Learning (CSL) to help consider the financial and life changing aspects of this important event. If pre-retirement is connected with an early exit scheme, access is also given to commercially provided outplacement support.

Benefits for Staff in the UK

Interest Free Loans

These can be for a season travel ticket, station car parking or bicycle purchase to travel to work.

Childcare Support

Onsite nurseries are available in London and Hanslope Park. Staff who prefer to make their own arrangements with a registered childcare provider may be able to receive **Tax-Free Childcare**. On 4th October 2018 salary sacrifice childcare voucher schemes closed to new applicants. Anyone currently claiming salary sacrifice childcare vouchers should be aware that they will not be able to continue to receive them if they are moving across the Civil Service to a new employer.

Cycle to Work

A salary sacrifice scheme whereby employers provide cycles and safety equipment to employees as a tax and National Insurance free benefit. The maximum value is £1,000.

Gym

Gym facilities are available in London and Hanslope Park with a monthly subscription.

Restaurant

There are staff restaurants in London and Hanslope Park.



Our differences enrich us, our diversity makes us strong.

Jazz Bhogal, Deputy Director, Civil Service Diversity & Inclusion, Cabinet Office

The Civil Service is committed to becoming the most inclusive employer in the UK.

We are committed to understanding, respecting and representing as broad a range of views and backgrounds as we have in UK society. We know that diverse perspectives and experiences are critical to an effective, modern Civil Service.

Our vision is to ensure the Civil Service represents modern Britain and is a truly inclusive employer - an example to other employers. We will create an organisation where diversity is not only respected and valued - but celebrated.

What's in it for me?

We want to maximise the potential of everyone who chooses to work for us - regardless of background.

If you're interested in becoming a world class leader, developing your career with us – starting with this interesting and challenging role – or doing things

differently and inspiring colleagues, then the Civil Service is the place for you.

Our passion for diversity and equality means creating a work environment for all employees that is welcoming, respectful, engaging, and enriched with opportunities for personal and professional development.

What's next?

You've taken the first step and looked through this job pack to understand the skills and experience needed to perform this role. Now join us in achieving our ambitions and let us help you achieve yours. [Apply now.](#)



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Civil Service HR
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Contact us

If you have any queries about this role or the recruitment process, please contact us at: fccorecruitment.grs@cabinetoffice.gov.uk and include the reference number 1618580 in the subject line of your email.

This campaign is being run on behalf of the department by Government Recruitment Service. Government Recruitment Service is part of Civil Service HR, and is a central government expert service specialising in the attraction, selection and recruitment of civil servants.

The team is regularly commissioned by departments and other government organisations to deliver end-to-end recruitment for some of society's most important positions, including Deputy Director, Director, Director General and Permanent Secretary posts.

Our work is regulated by the Civil Service Commission where necessary.

Cabinet Office is a Disability Confident employer.

