

HEADLINE INFORMATION

DEPARTMENT:	HM Revenue & Customs
JOB TITLE:	Lawyer
DIVISION:	Legal
LOCATION:	London, Manchester and Bristol
CLOSING DATE & TIME:	Midday, Wednesday 1 May 2019
INTERVIEW DATES:	24 June to 12 July 2019
WORKING ARRANGEMENT:	Full time / Part time / Job share
APPOINTMENT TERM:	Permanent
NUMBER OF POSTS:	c.20
SALARY RANGE:	Grade 7 Lawyer: £56,270 London; £50,010 Manchester and Bristol (there is the possibility of higher starting salary up to a maximum of £58,244 in London and £51,765 in Manchester and Bristol for strong candidates). The salary is not negotiable.
	SALARY DETAILS: Candidates with less than two years' PQE will be appointed as a Legal Officer on a salary of £42,844 until they reach 2 years PQE or are in service for one year whichever comes sooner. The salary is not negotiable.
TRAVEL REQUIRED:	Sometimes
CRB REQUIRED:	Yes
GUARANTEED INTERVIEW SCHEME:	Yes
RESERVED/NON-RESERVED:	Non-reserved

VACANCY DESCRIPTION

NB. The closing date for applications is **Midday on Wednesday 1 May 2019**.

HMRC Solicitor's Office and Legal Service (SOLS) is an integral part of HMRC, providing legal services for the whole Department. We advise on legal issues arising from HMRC's policy and operational work and conduct the Department's litigation. SOLS is made up of around 1,200 people who include lawyers, tax professionals, advocates, paralegals and support teams. Our legal work is high quality and covers a broad range of different areas of law. Our work as HMRC lawyers impacts upon the lives of millions. Our efforts help HMRC to achieve its vital purpose to collect the money that pays for the UK's public services and to help families and individuals with targeted financial support.

Our lawyers work in specialist teams within a supportive team environment, handling specific areas of work. Each team tends to focus on either policy and operational advisory work or litigation. An HMRC lawyer can expect to move teams every few years to build up a wealth of skills and experience.

Advisory lawyers

Our advisory lawyers provide advice on the interpretation and application of legislation and guidance on the full range of HMRC work. This includes advising HMRC colleagues and Treasury ministers on business tax, personal tax and national insurance, customs, excise and environmental taxes and VAT law. They also implement policy through primary and secondary legislation, principally the annual Finance Bill working with Parliamentary Counsel on the draft Bill and supporting policy colleagues at all stages of the parliamentary process as well as drafting a high volume of secondary legislation.

Our commercial lawyers advise on some of the most interesting, high value and complex public procurement and contractual commercial legal issues within government. Our commercial law teams provide legal support to HMRC's largest transformation programmes including IT and Estates as well as the department's day to day banking and general commercial operations, including all aspects of, commercial contracts, intellectual property rights, public procurement and state aid, contract and supplier management, and disputes resolution.

Our criminal lawyers support HMRC's enforcement activity in the investigation of serious complex fraud and other criminal non-compliance by providing advice and support on criminal law matters to investigators and policy makers.

Litigation Lawyers

Our litigation lawyers conduct litigation across the full range of HMRC work. Responsible for their own caseload and adding real value through their legal and litigation skills and knowledge they litigate big money cases, successfully bringing in millions of unpaid tax. It's not only tax related issues that our lawyers litigate as our cases range from resisting judicial review challenges to litigating civil cases against those who benefit from the proceeds of crime. HMRC cases often involve novel and challenging points of law including EU and ECHR and contribute to developing the interpretation of the law. Our lawyers, often working in partnership with counsel from the Attorney General's Panel, litigate in the tribunals and in all the courts, regularly litigating through the higher courts to the Supreme Court.

We are looking for bright, enthusiastic and ambitious lawyers, with a commitment to delivery for HMRC. We welcome applications from qualified lawyers whatever stage you are at in your legal career. We don't expect you to have prior tax experience and will provide support to help you to develop your knowledge and expertise through our comprehensive in-house training programme.

We have vacancies for lawyers in advisory and litigation work. We are particularly interested hearing from:

- lawyers with experience of civil litigation, including cases involving public law, EU and ECHR arguments
- commercial lawyers with a strong transactional background, with drafting and negotiation experience and a good working knowledge of contract and commercial law. We particularly welcome experience in IT/technology licensing, outsourcing and services agreements.
- criminal lawyers with a good understanding of criminal law, evidence and procedure. We particularly welcome experience in the investigation or prosecution of serious complex fraud.

If you apply, please note that your application will be for a generalist qualified lawyer in SOLS. If you have previous experience in a particular area of law then you should reflect that in the CV section of the application form, however please bear in mind that you will be offered a role according to business need and not necessarily within your specialism.

INFORMATION ABOUT THE DEPARTMENT

Over the next 10 years HMRC will be reducing the number of its offices and will be located in Regional Centres – currently planned to be located in Glasgow, Edinburgh, Belfast, Newcastle, Leeds, Liverpool, Manchester, Nottingham, Birmingham, Bristol, Cardiff, Croydon and Stratford. There will also be a small number of offices where we will retain some specialist roles in Dover, Worthing, Gartcosh (near Glasgow), Ipswich and Telford, as well as our headquarters in central London. If you are recruited into an office that is not currently based in one of these locations, you will be expected to move to one in the future. Current plans are for our lawyers based in London to move to Stratford.

PERSON SPECIFICATION

We are looking for smart, enthusiastic and ambitious qualified lawyers, with powerful communication skills and a commitment to delivering for HMRC. You'll need to be self-aware and keen to use feedback to help you learn and develop as a professional.

Essential criteria

At application stage, you will be assessed on the following criteria

Technical Legal Skills

- Understands the main features 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.

Motivational Fit

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

- An understanding of the role of lawyers in Government.
- Please outline why you are motivated to join SOLS and how you feel you might contribute effectively to a role with SOLS.

At interview stage, you will be assessed on the following criteria, alongside strength-based questions:

Technical professional skills – as above

Motivational Fit – as above

Behaviour: Communicating and Influencing

- Communicate with others in a clear, honest and enthusiastic way in order to build trust.
- Deliver difficult messages with clarity and sensitivity, being persuasive when required.
- Explain complex issues in a way that is easy to understand.

Behaviour: 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.
- Proactively manage risks and identify solutions.

Behaviour: Working Together

- Actively build and maintain a network of colleagues and contacts to achieve progress on shared objectives.
- 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.

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

APPLICATION PROCESS

What to expect if you choose to apply

1) You 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). Please note that the pass mark is set separately for each

recruitment campaign. Guaranteed Interview Scheme candidates who reach the minimum standard will be invited to the next stage.

3) Candidates who meet the required standard on the critical reasoning test will have their applications sifted by a SOLS sift panel. Please note detailed feedback will not be given following sift, however sift scores will be made available. Guaranteed Interview Scheme candidates who reach the minimum standard will be invited to the next stage.

4) Candidates who are selected for interview will be emailed an online written exercise to test the ‘Technical Legal Skills’ criteria – you will be advised of a clear deadline for submitting your response. This allows you to respond to a legal question in the comfort of your own home and at a time convenient to you.

5) Those who pass the written exercise will be invited to be interviewed by a SOLS panel. Interviews normally last around 40 to 50 minutes. You may be asked some follow up questions about your response to the legal question during your interview and a copy of the legal question and your response will be provided to you.

6) We will allocate successful candidates to the most suitable vacancy 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.

RECRUITMENT PROCESS TIMELINE

We expect the start dates for these roles to be from onwards

Indicative timeline

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Stage 7
Online application	Online assessment	Sift	Online Legal test	Interviews	Outcomes and security clearance	Take up duty
If you are shortlisted to progress						
1 st April to 7 th May 2019		13 th -31 st May 2019	31 st May to 4 th June 2019	24 th June to 12 th July 2019	15 th July 2019 onwards	September 2019 onwards

On flexible working and annual leave SOLS 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 full time annual leave allowance is 22 days, after 1 years’ service 25 days and then 30 days after 10 years’ total service.

POINT OF CONTACT

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

MINIMUM ELIGIBILITY CRITERIA

Professional Qualifications

Applicants must already be qualified to practise as a Solicitor, Barrister or Chartered Legal Executive in England and Wales (or be qualified 3 months from application date). You must have completed a training contract/pupillage, or have been exempted from this by the Law Society or 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 2 years of appointment, and employment will be conditional upon the successful completion of the QLTS within this time period. HMRC offers some 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): Fellows are eligible to apply where (i) a Qualifying Law Degree (QLD) is held; or (ii) the Graduate Diploma in Law (GDL) 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

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. HMRC 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. Achievement of commendation or distinction in the Graduate Diploma in Law (GDL)/CPE, Legal Practice Course (LPC), or an LLM, or Very Competent on the Bar Professional Training Course (BPTC) will be accepted as equivalent academic performance).

Chartered Legal Executives (i.e. Fellows) should note that HMRC is willing to accept an overall average score of 65% across exams taken 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

HMRC is part of the wider Civil Service, 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. [UK Visas and Immigration](https://www.gov.uk) 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 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 following Home Office requirements.

GUARANTEED INTERVIEW SCHEME

HMRC 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); and
- Obtain a minimum score for (i) the GLP 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 SOLS and its authorised representative (TMP Worldwide). The BPSS standard consists of checks on the following:

- a) Identity: to verify identity departments and agencies will ask candidates to provide, in advance of any final offer of employment, a selection from the following:
 - Confirmation of name, date of birth and address
 - National insurance number or other unique personal identifying number (where appropriate)
 - Full details of previous employers (name, address and dates), over the past three years
 - Confirmation of any necessary qualifications/licences
 - Educational details and references where someone is new to the workforce
 - Confirmation of permission to work in the UK if appropriate.
 - Nationality and Immigration Status (including an entitlement to undertake the work in question) -British Passport, Current EEA or Swiss Passport, Current Passport from country of nationality and Biometric Residence Permit Card. Please see nationality rules above.
- b) Employment history (past 3 years)
- c) Criminal record (unspent convictions only)
- d) Character enquiry form
- e) Health declaration form
- f) In addition, candidates are asked to account for any significant periods spent abroad or not in employment.

Please note only original documents will be accepted. Any delay in supplying this information or out of date documents will result in delays in completing these checks and delays in successful candidates being unable to take up posts.

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.

Data protection

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

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 (2018) and the General Data Protection Regulation.

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



Complaints Procedure

HMRC 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 Lisa Quinlan on 03000 586219 or at lisa.quinlan@hmrc.gsi.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.