



Government  
Legal Department



# Grade 7 MOD Commercial Lawyers Bristol

## HEADLINE INFORMATION

|                                |                                                          |
|--------------------------------|----------------------------------------------------------|
| <b>DEPARTMENT:</b>             | Government Legal Department (GLD)                        |
| <b>DIVISION:</b>               | Ministry of Defence Legal Advisers (Commercial Law Team) |
| <b>JOB TITLE:</b>              | Commercial Lawyer                                        |
| <b>LOCATION:</b>               | Bristol                                                  |
| <b>CLOSING DATE &amp; TIME</b> | <b>Thursday 20 June 2019, 12pm (midday)</b>              |
| <b>INTERVIEW DATES:</b>        | <b>Week Commencing 8<sup>th</sup> July 2019</b>          |
| <b>WORKING ARRANGEMENT:</b>    | Full time / Part time / Job share                        |

GLD is committed to flexible working. 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 appointment

**NUMBER OF POSTS:** 5-9

**SALARY RANGE:** Grade 7: £47,400  
Legal Officer: £42,844 (less than 3 years' PQE)

The vacancy on offer is at Grade 7 with a salary of £47,400 (Bristol).

If you are new to the Civil Service you will start on the minimum of the pay scale.

The vacancies on offer are at Grade 7. The minimum salary for this grade is £47,400 (Bristol); Appointments to Legal Officer will be made where successful candidates have less than three years post qualification experience. Candidates appointed as a Legal Officer will re-grade to Grade 7 when they reach one year's service or three years PQE whichever comes sooner (subject to satisfactory performance).

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 £47,400, but appointments to Legal Officer on a salary of £42,844 will be made where successful candidates have less than 3 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 3 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.

|                                     |                             |
|-------------------------------------|-----------------------------|
| <b>TRAVEL REQUIRED:</b>             | Yes, on an occasional basis |
| <b>GUARANTEED INTERVIEW SCHEME:</b> | Yes                         |
| <b>RESERVED/NON-RESERVED:</b>       | Non-reserved                |

## **WORK OF THE DEPARTMENT**

### **The Department**

The [Government Legal Department \(GLD\)](#) is the largest provider of legal services across government, working with over 180 government departments and agencies. 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 who are solicitors or barristers. The department is based primarily in London but has teams in Bristol and Leeds.

Our vision is to be an outstanding legal organisation, committed to the highest standards of service and professionalism, as well as GLD being a brilliant place to work, where you can thrive and fulfil your potential.

### **Vacancy description**

The Ministry of Defence (MOD) is the largest UK government department. Its mission is to defend the United Kingdom and Overseas Territories, our people and interests; and to act as a force for good by strengthening international peace and security. As you would expect, there is a huge and complex support structure that spends more than £10 billion each year in equipping, supplying and supporting the UK's Armed Forces. A key role in this work falls to the Defence Equipment and Support Agency (responsible for purchasing military platforms such as Eurofighter and the Future Aircraft Carriers and for ensuring that the equipment supplied to the Armed Forces continues to operate at maximum efficiency).

The MOD Director of Legal Services is responsible for civilian legal support and services to MOD Ministers and the Department. There are legal teams in London, Bristol, Cyprus and Germany – which provide legal advice across the full range of the Department's activities. The areas of legal work include –

- commercial procurement
- international relations and armed conflict
- Lawfare
- retirement and war pensions
- Armed Forces legislation
- the Ministry of Defence Police
- the European Convention on Human Rights
- disclosure of information

The posts we are filling are in the Commercial Law directorate based in Bristol, in the purpose-built headquarters of the Defence Equipment and Support Agency at Abbey Wood. The team presently consists of 30 lawyers and a number of support staff. Within the team there are currently six main units, each of which advises on general commercial matters and on the following specialist areas:

- Advising the MOD in its major projects. You would be assisting in initial business planning decisions, appointing and working with external lawyers, advising on public law issues, including the application of law and the relevant position post EU Exit to procurement decisions, drafting contractual documentation, assisting in bidder selection and in negotiating with bidders to ensure the best possible arrangements are put in place. The work calls, amongst other skills, for the ability to understand the commercial world and practice, and provides the opportunity to be involved in new developments in Partnering and Alliancing;
- Advising on the effects of different regulatory structures on MOD's commercial activities. You could be involved in advising on the environmental impact of certain projects, including possible land disposals, on the application of competition law in relation to mergers and acquisitions, or State Aids or on the impact of data protection and freedom of information regimes on commercial matters.
- Advising on international activities. The MOD carries out much of its procurement in conjunction with the governments of other countries, where the arrangements are underpinned by agreements that require negotiation with assistance of careful legal advice.
- Advising the MOD on its legal position in disputes on major contracts. Any litigation is handled by the commercial litigation division of GLD, whose lawyers you will yourself working with very closely.

## **Essential Criteria**

### **Technical Legal Skills**

- Sound understanding of public law.
- A knowledge of or a willingness to acquire a knowledge of commercial 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.

### **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 the Government Legal Department and how you feel you might contribute effectively to a role with GLD and the MOD Commercial Law Team

### **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.

## **RECRUITMENT PROCESS**

### **Application Stage**

To apply for this position, candidates are asked to submit a personal statement answering the following question:

#### **Why are you pursuing a Grade 7 Commercial Lawyer role within Ministry of Defence at this stage in your career?**

In answering this question, candidates should have regard to the following criteria:

- A form of words addressing the **Technical Legal Skills** (maximum 750 words) and **Motivational Fit** (maximum 500 words) competencies.
- Your employment history and experience as required through the application process.
- Confirmation of having achieved a minimum of a 2:1 degree in your first degree (in any subject). Where an applicant holds an overseas degree this should be equivalent to 2:1.

Applicants who do not have a 2:1 degree will be considered where satisfactory evidence of high level academic and/or professional achievement is provided.

We are serious about getting people with the right motivation and skills to be successful in our business. Candidates meeting the advertised minimum eligibility criteria may be asked to complete an online Critical and Verbal Reasoning Test before selection for interview.

If applicable we will email those applicants who meet the advertised minimum eligibility criteria a link to the test after the closing date but before the interview. Applicants will have 5 days to complete the test – please ensure you check your email inboxes carefully including junk folders as we cannot guarantee receipt. If concerned please contact the GLD Recruitment Team for advice (see contact details below).

**Please click [here](#) to apply**

### **Interview**

Should you be successful in being invited to interview, you will be assessed on your performance in all essential criteria as listed below, alongside 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**.

You will then be asked to present your response to the interview panel. Your presentation will be assessed against **Communicating and Influencing** and **Managing a Quality Service**. Any follow up questions will assess **Technical Legal Skills**.

**Working Together** and **Motivational Fit** will be tested through situational and strengths based questions.

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.

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

## **RESOURCING TEAM CONTACT POINT**

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

## **LOCATION**

Bristol; Abbey Wood

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

## **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**

GLD will accept three qualification routes: qualified in England and Wales, qualified Abroad and qualified via CILEX:

Applicants must be (or shortly to 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 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).

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 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](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 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 Border Agency's 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 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.

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. Please be aware that if you have not lived in the UK for the past three years it could take longer to attain higher clearance. 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](mailto:govqualified@tmpw.co.uk)



## Complaints Procedure

GLD's 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 2103436 or at [caroline.anerville@governmentlegal.gov.uk](mailto: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.