



Government  
Legal Department



# **Grade 7 Trade Lawyers London**

## HEADLINE INFORMATION

**DEPARTMENT:** Government Legal Department  
**DIVISION:** Department for International Trade Legal Advisers  
**JOB TITLE:** Trade Lawyer

GLD is currently recruiting for Grade 7 Trade Lawyers to work in a number of positions.

**LOCATION:** London  
**CLOSING DATE & TIME:** **Friday 2 August 2019, 12 pm (Noon)**  
**INTERVIEW DATES:** **Week commencing 2 September 2019**  
**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:** Candidates can choose between a permanent appointment and a 3 Year Fixed Term Appointment with the possibility of permanency when this contract ends.  
**NUMBER OF POSTS:** Up to 10  
**SALARY RANGE:** Grade 7: £48,800 / Legal Officer: £42,844

The vacancy on offer is at Grade 7 with a salary of £48,800 (location).

If you are new to the Civil Service you will start on the minimum of the £48,800 pay scale.

The vacancies on offer are at Grade 7. The minimum salary for this grade is £48,400 (London). There may be scope for some flexibility on starting salaries depending on relevant experience.

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). Any other allowances will not be retained on re-grading.

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

**TRAVEL REQUIRED:** Travel abroad may be required for some posts in due course.  
**GUARANTEED INTERVIEW SCHEME:** Yes  
**RESERVED/NON-RESERVED:** Non-reserved

## WORK OF THE DEPARTMENT

### 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 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 2,300 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.

### Vacancy description

The posts offered are within the [Department for International Trade \(DIT\)](#) Legal Advisers, a Division of the Government Legal Department. The Division has responsibility for providing legal services to the Department across the range of its activities, including the work of the Department's Trade Policy Group (TPG) and the Global Trade and Investment teams (GTI).

TPG's main function is to provide the capability to deliver an independent trade policy for the UK as we leave the European Union. TPG has been developing with the rest of Government the UK's specific goals and policies for international trade agreements, and building its own capability, as a world leading trade policy organisation, to deliver them. DIT Legal Advisers provides legal support to TPG across the range of its work, including establishing the UK's independent membership of and engagement at the WTO, developing a new independent trade remedies regime for the UK, leading on developing the UK's detailed trade policy positions, building the capability to bring and defend trade disputes and developing a new trade strategy through free trade agreements. It also advises on export control matters, which are frequently high profile and fast moving, and supports teams leading on market access, services, investment, goods, intellectual property, procurement, regulatory environment and sustainability.

We also support the Department's Global Trade and Investment teams. GTI works across the UK and international network to find and create demand for British goods, service and inward investment opportunities and supports UK businesses to export.

Government work is likely to involve a rapid learning curve to acquire legal skills and knowledge not required in private practice. Strong intellectual and analytical skills are important. We will provide support to help you acquire the necessary expertise and have a thriving CPD-accredited in-house training programme.

## RECRUITMENT PROCESS

To apply for this position, candidates are asked to submit the following:

- A statement addressing the **Legal Professional Skills** (maximum 750 words) and **Motivational Fit** (maximum 500 words) competencies. The communication competency will be assessed based on this content.
- 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), or equivalent (see further below). Where an applicant holds an overseas degree this should be equivalent to 2:1.

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 will be asked to complete an online Critical and Verbal Reasoning Test before selection for interview.

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).

If selected, on the day of the interview you will be asked to undertake a written exercise in addition to the traditional interview. We will allocate successful candidates to the most suitable vacancy available at the time of our offer, taking into account any preference you express in the application form and your performance at interview. We may hold a reserve list if the number of successful candidates after interview exceeds the number of available vacancies. If there are comparable posts within other GLD departments, you may be offered a post there.

## ESSENTIAL/DESIRABLE CRITERIA

We are looking for highly motivated lawyers. You will need strong communication skills, good self-awareness and a commitment to using feedback to learn and develop as a professional. You must be able to demonstrate Legal Professional Skills at Legal Adviser Grade 7 level.

In particular, we are looking for the following:

### Legal Professional Skills:

- Knowledge and experience (whether academic or in practice) of international law, international trade law and/or EU law.
- Sound understanding 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.
- Good understanding of the role of lawyers in government.
- Experience with international negotiations, international dispute settlement procedures, trade in services, or intellectual property issues would be desirable.

## 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 the GLD.

## Behaviour: Communicating and Influencing

Communicate with others in a clear, honest and enthusiastic way in order to build trust. Explain complex issues in a way that is easy to understand. Take into account people's individual needs. Deliver difficult messages with clarity and sensitivity, being persuasive when required.

## 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. Build strong interpersonal relationships and show genuine care for colleagues. Ensure consideration and support for the wellbeing of yourself and individuals throughout the team.

## 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.

## APPLICATION STAGE

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.

To apply for this position, candidates are asked to submit the following:

- 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.

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).

## APPLY

Please click [here](#) to apply.

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.

- **Legal Professional 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 **Legal Professional 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 **Legal Professional Skills**.

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

If selected, on the day of the interview you will be asked to undertake a written exercise in addition to the traditional interview. We will allocate successful candidates to the most suitable vacancy available at the time of our offer, taking into account any preference you express in the application form and your performance at interview. We may hold a reserve list if the number of successful candidates after interview exceeds the number of available vacancies. If there are comparable posts within other GLD departments, you may be offered a post there.

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 would like to discuss this post further with someone in the department, or would like to be put in touch with a lawyer working in the team please contact:

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

## LOCATION

London.

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**

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 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).

*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 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](https://www.gov.uk/uk-visas) 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 GLD 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 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.

These posts will require a higher level of security clearance in view of the sensitive nature of the work.

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, and you are unlikely to be able to start work until that clearance is received.

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 Recruitment Team: Telephone: 0845 3000 793 or 0117 923 4417 or 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.