



Civil Service



Government  
Legal Department

# Director, Employment Group

## Government Legal Department SCS Pay Band 2

Closing date: Monday 29<sup>th</sup> July 9:00 am



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# Why join the Government Legal Department?

Director, Employment Law

“Thank you for your interest in the role of Director of the Employment Group. This is a great opportunity to play a key role in the leadership of GLD. The Employment Group is located in both our London and Leeds Offices and the Director could be based in either.”

Our core purpose within GLD is to help the Government govern well within the rule of law. The Employment group plays a key role in this, providing strategic advice on civil service and employment law issues at the heart of Government, and managing some of the leading employment and discrimination law cases of the day.

The Group provides advice and litigation services to all Government Departments and to some non-departmental public bodies, in relation to those people who work in those organisations. This is a work force of over 400,000.

This is an exciting time to be in the Employment Group. We have expanded significantly in London and Leeds in the past few years and are keen to take further advantage of the great pool of talent that resides in the North.

If you believe you have the skills, experience and commitment for this key role and the capability to contribute

positively to the leadership of GLD, I would be delighted to receive your application”

**Peter Fish**

**Director General Legal Services  
Directorate C, GLD**



# About the Government Legal Department

The Government Legal Department 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 2,500 employees, around 1,850 of whom are solicitors or barristers. The department is based primarily in London but has teams in other locations including Bristol, Leeds and Manchester.

Our vision is to be an outstanding legal organisation, committed to the highest standards of service and professionalism. A brilliant place to work, where we can all thrive and fulfil our potential.

For more information on GLD you can watch this [short video](#) or visit the following links:

LinkedIn:

<https://www.linkedin.com/company/government-legal-department>

GLD Official Website:

<https://www.gov.uk/government/organisations/government-legal-department/about>

Or visit our Permanent Secretary's Twitter Page: <https://twitter.com/permsecgld>

# Background to the Employment Group

GLD's Employment Group is at the forefront of public sector employment law acting as the expert service provider for both employment advice and litigation to central government.

The Group has a staff of 144 (112 lawyers and 32 support staff). The majority are in London but there is a growing presence in Leeds.

The work of the group falls broadly into 4 categories:

- HR advice ranging from individual cases to collective and strategic HR issues such as restructuring or policy reviews;
- Conduct of litigation in the Employment Tribunal and higher courts,
- Advice to Cabinet Office on overarching civil service employment issues; and
- Insourcing and outsourcing contracts involving staff transfers.

The Employment Group is involved in the leading employment and discrimination law cases of the day. Recent examples include *Essop and others v Home Office (UK Border Agency)* and *Naeem v Secretary of State for Justice* in the Supreme Court on indirect discrimination; *McCloud v Ministry of Justice* in the Court of Appeal on age discrimination in pensions; and *O'Brien v Ministry of Justice* in the Supreme Court on part time workers discrimination. The Group was also involved in dealing with the employment impacts on Government of the insolvency of Carillion.

# About the role

## Job Title

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Director, Employment Group, Government Legal Department

## Location

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The role can be based in either Leeds or London.

## Grade and Salary

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This is a Senior Civil Service Pay Band 2 role.

External applicants can expect to achieve £90,500 per annum, pro rata.

Standard pay rules apply for existing civil servants.

## Contract Type

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This role is being offered on a permanent basis, open to both full-time, part-time and job shares. Please note, due to the responsibilities of the role only substantive part time (minimum four days) is permitted.

## The Role

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GLD is seeking a Head of its Employment Group. As a member of the senior team within GLD, you will help shape and deliver the GLD vision for the whole of the organisation.

You will be directly responsible for the employment law advisory and litigation service provided by GLD and for the operational management of one of the single largest concentrations of employment lawyers in the UK. This includes the daily operation and people management of the Group, client relationship management, and consultation on difficult, important, or sensitive case issues.

As a senior member of the Government Legal Profession and the Senior Civil Service, you will also be part of a network of colleagues who work corporately across Whitehall to establish best practice within the legal profession, for

example by considering how the GLD can work corporately to reduce legal risk and cost to Government, and to drive change within the civil service as a whole.

## KEY RESPONSIBILITIES:

- Oversee the effective delivery of all Employment Group services
- Provide strategic direction and lead the Employment Group in efficiently delivering an effective, high quality service that meets the Group's performance targets
- Ensure the continuous development of the people within the Group and ensure that individual skills are best deployed and developed
- Provide consultation on difficult, important, or sensitive case issues
- Develop processes and systems that allow us to measure and monitor service delivery performance and resolve issues that impact clients quickly and effectively

# Person Specification

It is important that, through your CV and supporting statement, you give evidence and examples of proven experience of each of the selection criteria detailed in the Person Specification

The successful candidate must be able to demonstrate evidence of the following criteria:

## Essential

### **Legal Professional Skills**

- Knowledge of employment law and an ability to provide sound legal advice at a strategic level.
- The ability to think creatively and give authoritative risk based legal advice at pace that facilitates practical solutions.

### **Business delivery skills**

- The experience and capability to lead a large legal function that handles both complex and high volume litigation;
- The ability to enhance the legal professionalism of the team; to command the confidence of senior stakeholders, internal and external; and to bring about improvement in operational performance and greater value for money;
- Strong financial awareness and understanding of factors that are critical to commercial success.

### **People and capability skills**

- Demonstrate leadership within a legal services environment, including the communication and management skills to lead, unify and motivate staff at a time of growing work pressures, championing talent management and development, building a strong culture of continuous learning and improving staff engagement;

- The ability to proactively create, maintain and promote a strong network of connections with people across the Department, wider Civil Service and externally;
- A commitment to diversity and inclusion in the workplace.

### **Corporate leadership skills**

- The ability to work collaboratively with senior peers in leading a large organisation , making a strong contribution to governance structures, initiating change projects and driving an organisational culture of professional excellence and continuous improvement;

### Desirable:

- An understanding of the legal context in which the Civil Service operates.



# Terms, Conditions and Benefits

Whatever your role, we take your career and development seriously, and want to enable you to build a really successful career with the Department and wider Civil Service. It is crucial that our employees have the right skills to develop their careers and meet the challenges ahead, and you'll benefit from regular performance and development reviews to ensure this development is ongoing. As a Civil Service employee, you'll be entitled to a large range of benefits.

## **Appointment Term**

Permanent

## **Location**

London or Leeds

## **Working Arrangements**

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This role is available for full-time, part-time or flexible working arrangements (including job share arrangements). Please note, due to the responsibilities of the role only substantive part time (minimum four days) is permitted.

## **Salary Range**

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The post is at SCS2 level. External candidates can expect a salary of £90,500, pro rata. Existing Civil Servants will be appointed in line with normal Civil Service pay rules.

Staff applying on promotion will usually be appointed to the salary minimum or within 10% of existing salary. Individuals appointed on level transfer will retain their existing salary. Annual pay and bonus awards are made in line with current SCS performance-related pay arrangements.

## **Equality Diversity and Inclusion**

**The Civil Service values and supports all its employees.**

For example, we have strong and proactive staff networks, special leave policies for hospital appointments, reasonable adjustments put in place for those who need them, and diversity talent programmes to help everyone irrespective of background, to achieve their potential.

## **Pension**

**Your pension is a valuable part of your total reward package.**

A competitive contributory pension scheme that you can enter as soon as you join where we will make a significant contribution to the cost of your pension; where your contributions come out of your salary before any tax is taken; and where your pension will continue to provide valuable benefits for you and your family if you are too ill to continue to work or die before you retire. Visit [www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk) for more details.

## **Generous Annual Leave and Bank Holiday Allowance**

25 days annual leave on entry, increasing on a sliding scale to 30 days after 5 years' service, pro rata. This is in addition to 8 public holidays.

This will be complimented by one further day paid privilege entitlement to mark the Queen's Birthday.

With competitive maternity, paternity and parental leave we also recognise the

importance of a good work-life balance and offer flexible working and a family friendly approach to work.

### **Staff Wellbeing**

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Generous **paid maternity and paternity leave**.

**Childcare** – the Department recognises that many staff balance working lives with the demands of a family life and offers support with childcare and holiday play schemes costs by providing childcare vouchers for staff who meet the eligibility criteria.

### **Season Ticket and Bicycle Loan**

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Interest-free loans allowing you to spread the cost of an annual travel season ticket or a new bicycle.

GLD will not reimburse travel throughout the application and interview process. GLD will not fund relocation for the successful candidate as this is considered voluntary.

### **Sick Pay**

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Occupational sick pay.

### **Training and Development**

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The Department offers engaging jobs in work that really matters; jobs which have a

direct impact on the quality of public services.

Roles can offer great job satisfaction and there are many opportunities to develop and progress both within the Department and across the wider Civil Service.

To create a more skilled and unified organisation to transform services, the Civil Service is developing 10 specialist areas of expertise.

[www.gov.uk/government/publications/functional-model-for-more-efficient-and-effective-government](http://www.gov.uk/government/publications/functional-model-for-more-efficient-and-effective-government)

These cross-government functions provide professional services and support to departments and supplement the 25 recognised professions within the Civil Service and who are there to support your own professional development.

[www.gov.uk/government/organisations/civil-service/about/recruitment](http://www.gov.uk/government/organisations/civil-service/about/recruitment)

We are committed to investing in our staff and offer a range of work-based training and qualifications, coaching and mentoring opportunities and a guaranteed five days of learning a year.

### **Modernised Terms and Conditions**

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Civil Servants taking up appointment on promotion will adopt the modernised Civil Service terms and conditions which came in to effect from 1 July 2013. Existing Civil Servants appointed on level transfer will retain their existing terms and conditions.

### **Data Protection**

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To find out more about how the Civil Service will use your personal data, and your rights, [please see this notice](#).

### **Civil Service Code**

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All civil servants are subject to the provisions of the Civil Service Code that details the Civil Service values, standards of behaviour and rights and responsibilities. For further information, visit

<https://www.gov.uk/government/publications/civil-service-code/the-civil-service-code>

### **Civil Service Commission's Recruitment Principles**

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Selection for appointment to the Civil Service is on merit, on the basis of fair and open competition, as outlined in the Civil Service Commission's Recruitment Principles

<https://civilservicecommission.independent.gov.uk/civil-service-recruitment/>



# The Recruitment Process

## Application

Please submit your applications to [SCSRecruitment@governmentlegal.gov.uk](mailto:SCSRecruitment@governmentlegal.gov.uk)

If you have any issues, please contact [Rachel.Arber@governmentlegal.gov.uk](mailto:Rachel.Arber@governmentlegal.gov.uk)

This should be submitted no later than **Monday 29<sup>th</sup> July 9:00 am:**

1. A **CV** (no longer than two sides of A4) setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last two years.
2. A **Statement of Suitability** (no longer than two pages) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the criteria in the person specification. Please note that the statement of suitability is an important part of your application and is as much the means by which you will be assessed as your CV.
3. **Diversity Monitoring Form** All monitoring data will be treated in the strictest confidence and will not affect your application in any way. The completion of the Diversity Monitoring Form is **mandatory** but includes the option 'prefer not to say'. If a form has not been completed, your application will not be considered by the selection.

4. A **completed Guaranteed Interview Scheme Form** if applying under this scheme. A copy can be found at you should complete the relevant form attached. **Please submit this form with your application as a separate document.**

5. Failure to submit both your CV and Statement of Suitability will mean the panel only have limited information on which to assess your application against the criteria in the person specification.

Please ensure that both documents contain your full name.

The information you provide when submitting your Diversity Monitoring Form will help us monitor our progress towards the Civil Service becoming the most inclusive employer by 2020. See the [Civil Service Diversity and Inclusion Strategy](#) for more information.

Further Information:

Should you wish to have an informal discussion about the role, please contact Peter Fish at [fish.peter@homeoffice.gov.uk](mailto:fish.peter@homeoffice.gov.uk)

## Shortlist

You will receive an acknowledgment of your application once submitted to the aforementioned email address.

A panel, including the hiring manager, will then assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided against the criteria set out in the '[Person Specification](#)' section. Failure to address any or all of these may affect your application.

The timeline later in this pack indicates the date by which a decision is expected to be made, and all shortlisted candidates will be advised of the outcome as soon as possible thereafter.

## Assessment

- Full details of the assessment process will be made available to you if you are shortlisted.
- If you are shortlisted, you will be asked to take part in a series of assessments which could include psychometric tests and a staff engagement exercise. These assessments will not result in a pass or fail decision. Rather, they are designed to support the panel's decision making and highlight areas for the panel to explore further at interview.
- You will also have the opportunity to speak to Peter Fish prior to the interview to learn more about the role and the organisation. You will be given further details about this after the shortlist meeting. Please note this is not part of the formal assessment process.
- You will be asked to attend a panel interview in order to have a more in-depth discussion of your previous experience and professional competence in relation to the criteria set out in the Person Specification. You may also be asked to prepare a presentation for the interview and you will normally be given at least one week's notice of the subject.
- Two professional references may be required in advance of the final interviews with the shortlisted candidates. Please be assured we will not contact your referees without your permission to do so.

## Offer

- We expect to be able to notify you of the outcome of the process and make an offer to the successful candidate in early September however this is subject to change due to candidate and panel availability throughout the application process.
- Regardless of the outcome, we will notify you as soon as possible
- We will send you a copy of the reports from any assessments undertaken as part of the recruitment process once the recruitment competition has concluded.

# Expected Timeline

We will try and offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the below timetable, exercising flexibility through the recruitment and selection process, including participating in assessments via video (e.g. Skype / Google Hangout) where necessary in order to meet the dates given. **Please note that, whilst we'll endeavour not to, these dates may be subject to change.**

The anticipated timetable is as follows:

Advert Closing Date - Monday 29<sup>th</sup> July 9:00 am

Shortlist Meeting - Early August

Assessments – Mid August to Early September

Interviews – Mid to Late September

# FAQs

## 1. Can I apply if I am not currently a civil servant?

Yes. This role is open to suitably qualified people in the external market and to existing civil servants and those in accredited Non Departmental Bodies.

## 2. Is this role suitable for part-time working?

This role is available for full-time, part-time or flexible working arrangements (including job share partnerships) but you should discuss your needs with the hiring manager if you are invited to interview.

## 3. Will the role involve travel?

The successful candidate will be expected to travel frequently between London and Leeds.

## 4. Where will the role be based?

If successful you will be based in London or Leeds depending on your preference. Unfortunately relocation costs will not be reimbursed.

## 5. Can I claim back any expenses incurred during the recruitment process?

No. Unfortunately we will not be able to reimburse you, except in exceptional circumstances and only when agreed in advance.

## 6. What nationality do I need to hold in order to apply?

To be eligible for employment to this role you must be a national from the following countries:

- The United Kingdom

- The Republic of Ireland

- The Commonwealth\*
- A European Economic Area (EEA) Member State
- Switzerland
- Turkey

Certain family members of EEA, Switzerland and Turkish nationals are also eligible to apply regardless of their nationality.

(\*Commonwealth citizens not yet in the UK, who have no right of abode in the UK and who do not have leave to enter the UK are ineligible to apply.)

For further information on whether you are eligible to apply, please visit [Gov.UK](http://Gov.UK).

### **7. Reserved for UK Nationals**

Certain posts, notably those concerned with security and intelligence, might be reserved for British citizens, but this will not normally prevent access to a wide range of developmental opportunities within the Civil Service.

This is **not** a reserved post.

### **8. Is security clearance required?**

Candidates must be willing to obtain Security Clearance (SC) if successful in this role. More information about the vetting process can be found at the following link

<https://www.gov.uk/guidance/security-vetting-and-clearance>

### **9. What reasonable adjustments can be made if I have a disability?**

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:

[Rachel.Arber@governmentlegal.gov.uk](mailto:Rachel.Arber@governmentlegal.gov.uk)

If you cannot apply online, please contact

[Rachel.Arber@governmentlegal.gov.uk](mailto:Rachel.Arber@governmentlegal.gov.uk)

### **10. Do you offer a Guaranteed Interview Scheme for Disabled Persons?**

Disabled applicants who meet the minimum selection criteria in the job specification are guaranteed an interview. Selection will be on merit. If you wish to claim a guaranteed interview under the Disability Commitment, you should complete the relevant form attached to this advertisement. It is not necessary to state the nature of your disability.

### **11. Will this role be overseen by the Civil Service Commission?**

Yes.

More detailed information can be found on the Civil Service Commission [website](#).



## **12. What do I do if I want to make a complaint?**

The law requires that selection for appointment to the Civil Service is on merit on the basis of fair and open competition as outlined in the [Civil Service Commission's 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 contact

[Caroline.Anerville1@governmentlegal.gov.uk](mailto:Caroline.Anerville1@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](#).

## **13. What should I do if I think that I have a conflict of interest?**

Candidates must note the requirement to declare any interests that might cause questions to be raised about their approach to the business of the Department.

If you believe that you may have a conflict of interest please contact

[Rachel.Arber@governmentlegal.gov.uk](mailto:Rachel.Arber@governmentlegal.gov.uk) before submitting your application.

# Diversity & Inclusion

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. [Read more.](#)



Civil Service

## Contact us

Should candidates like to discuss the role in more detail before submitting an application, please contact **Rachel Arber** at