

**VACANCY NOTICE**  
**GOVERNMENT LEGAL DEPARTMENT**  
**PROPERTY LAWYER**  
**NOVEMBER 2016**

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## HEADLINE INFORMATION

**JOB TITLE:** Grade 7 Property Lawyer  
**DEPARTMENT:** Government Legal Department.  
**DIVISION:** Ministry of Defence Legal Advisers

GLD is currently recruiting for a property lawyer to work in its Ministry of Defence Legal Advisers team.

**LOCATION:** Bristol  
**CLOSING DATE & TIME** **12 pm (mid-day)** Wednesday 14<sup>th</sup> December 2016  
**INTERVIEW DATES:** Interviews are expected to take place in London/Bristol in early January 2017

**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:** Permanent.  
**NUMBER OF POSTS:** 1  
**SALARY RANGE:** £47,025 (National)  
**TRAVEL REQUIRED:** Yes  
**CRB REQUIRED:** Yes  
**GUARANTEED INTERVIEW SCHEME:** Yes  
**RESERVED/NON-RESERVED:** Non-reserved

## **WORK OF 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 12 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 1,800 employees, around 1,300 of who are solicitors or barristers. The department is based primarily in London but has teams in Bristol 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 Ministry of Defence is the third largest landowner in the UK. The Defence Infrastructure Organisation (DIO) is the department within MoD charged with responsibility for managing the MoD's landholdings. The Head of Commercial Law within MoD Legal Advisers has set up an in-house legal team to work with DIO and has recruited a number of Legal Advisers who have been in post as the Property Law team since 2006. As a member of this team, which forms part of the MoDLA Commercial Law team, you will report directly to a Grade 6 qualified solicitor. The role will involve carrying out a large volume of transactional property related work on behalf of DIO; this will include sales and purchases of freehold and leasehold properties, as well as granting and taking commercial leases, easements and occupational licences. It will also involve dealing with a wide variety of ad hoc estate management and property law issues.

The incumbent of the post must be legally qualified with particular experience in property law, conveyancing and transactional matters. The post holder will be required to undergo security clearance to SC level.

### **Specific Duties**

The incumbent of the post will:

1. Provide general legal advice to clients on property law (both residential and commercial) and property related topics (including to some level on environmental law, property litigation, agricultural law and planning law) through client meetings, legal clinics, emails, letters, memoranda or over the phone. Public law advice is necessary when dealing with judicial review and State Aid in the property context.
2. Carry out transactional property work through auctions, tenders and private treaty including contracts, leases, licences to occupy, easements, sales, acquisitions and landlord's licences and including:

- a. drafting and negotiating all documents, letters and contracts associated with property transactions;
  - b. researching and analysing all relevant documents and case law to ensure the accuracy of advice and procedure;
  - c. corresponding with clients and opposing solicitors; and
  - d. attending meetings and negotiations with opposing parties
3. Serve and advise on the service of landlord and tenant notices
  4. Contribute to business cases and briefings and assist in or formulate responses to PQs, FOI requests and business as usual requests for information relating to property law
  5. Instruct Counsel and attend Conferences in complex matters
  6. Deliver training to surveyors from time to time, contribute to legal updates in writing or in person and assist in developing know how and precedents for use by the team
  7. Assist GLD and external legal colleagues from a property perspective where there are interactions with their work including litigation and commercial work
  8. Work in a team including assisting or picking up transactions from colleagues to ensure that deadlines can be met and attending team meetings
  9. Supervise and delegate work to the admin team and legal secretaries as appropriate
  10. Administrative duties including work allocation, case management, completing time sheets, filing and GLD and Departmental reporting requirements
  11. Keep up to date with changes and developments in the law by reading publications and attending appropriate training
  12. Assist Grade 6 colleagues in managing the property team by leading on or assisting with delegated areas of responsibility including organising training to clients and colleagues and managing interaction with external law firms.

## **THE RECRUITMENT PROCESS**

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

If a Critical Reasoning Test is required, applicants who meet the advertised minimum eligibility criteria will be emailed with a link to the test after the closing date but before the interview. Applicants will have five 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 at TMP Worldwide 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 may hold a reserve list if the number of successful candidates after interview exceeds the number of available vacancies.

Please click here to apply: [www.gov.uk/gls](http://www.gov.uk/gls)

## THE PERSON SPECIFICATION

We are looking for a highly motivated lawyer. 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 Grade 7 level.

In particular, we are looking for the following in:

### Legal professional skills

- Sound understanding of property law.
- Reliable legal judgment 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.

### Motivational Fit

We need to know how well our requirements and offerings match your aspirations, so please outline how you feel you might contribute effectively to a role with the GLD.

We are looking for an intellectually capable, highly motivated lawyer with powerful communication skills. You need to have good self-awareness and a commitment to using feedback to learn and develop as a professional.

In addition, the interview process will seek evidence of the following competencies:

### Setting Direction – Making effective decisions

- Make difficult decisions by pragmatically weighing up the complexities involved against the need to act
- Analyse and evaluate data from various sources to identify pros and cons and identify risks in order to make well considered decisions
- Identify the main issues in complex problems, clarify understanding or stakeholder expectations, to seek best option

### Engaging People – Collaborating and partnering

- Work as an effective team player, managing team dynamics when working across Departmental and other boundaries.
- Seek constructive outcomes in discussions, challenge assumptions but remain willing to compromise when it is beneficial
- Demonstrate genuine care for others, is approachable and build a strong interpersonal relationships

### Delivering results – Managing a quality service

- Exemplify positive customer service behaviours and promote a culture focused on ensuring customer needs are met. Make clear, pragmatic and manageable plans for service delivery using programme and project management disciplines

- Create regular opportunities for staff and customers to help improve service quality and demonstrate a visible involvement

### **Delivering results – Delivering at pace**

- Get the best out of people by giving enthusiastic and encouraging messages about priorities, objectives and expectations
- Review, challenge and adjust performance levels to ensure quality outcomes are delivered on time, rewarding success
- Adopt clear processes and standards for managing performance at all levels
- Maintain effective performance in difficult and challenging circumstances, encouraging others to do the same

### **Engaging People – Building Capability for All**

- Ensure that individual and organisational learning and talent opportunities are fully exploited to enhance organisational capacity
- Coach and support colleagues to take responsibility for their own development (through giving accountability, varied assignments and on-going feedback)
- Establish and drive discussions to learn from experience and adapt organisational processes and plans
- Prioritise and role model continuous self learning and development, including leadership, management and people skills

For this GLD campaign only “Legal Professional Skills”, “Motivational Fit” and “Communication” will be assessed at the application form/shortlisting stage. Should you be successful in being invited to interview, your performance in key competency areas will be tested.

### **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:

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

### **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**

Applicants must be (or about to become) qualified to practise as a Solicitor, Barrister or Chartered Legal Executive in England and Wales. 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 12 months of appointment. Costs will not be met by GLD

*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**

The GLDS 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 at [Civil Service website](#).

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 Border Agency](#) 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 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 for (i) the GLS 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 GLS 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.

This post will require the successful candidate to undertake clearance to SC Level. Details of HM Government vetting policy can be found here: <https://www.gov.uk/government/publications/hmg-personnel-security-controls>

## **DATA PROTECTION**

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 (1998).

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.



### **COMPLAINTS PROCEDURE**

GLS Departments' 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.