



Government  
Legal Department



HM Revenue  
& Customs

Government Legal Department  
Commercial Law Group

and

HM Revenue & Customs  
Solicitor's Office and Legal Services

Commercial Lawyer (Grade 7) Leeds and  
North West

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## Background to the Departments

Vacancies exist in both the Government Legal Department and HM Revenue & Customs

### **Background to Government Legal Department**

#### **The Organisation**

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.

GLD 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 1,800 employees, around 1,300 of whom are solicitors or barristers. GLD 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.

#### **The Commercial Law Group**

The Commercial Law Group (CLGp) was launched on 2 June 2014, enabling the start of the journey towards a unified expert commercial law service for government. CLGp was created by drawing together the existing commercial lawyers in several government departments and consists of seven teams (Litigation and Dispute Resolution Team plus six commercial transactional teams). The teams are located in central London (Whitehall/Westminster/Holborn), Leeds and the North West, with many based in the main government buildings for the client department which they advise or one of the other client departments in CLGp. They provide non-contentious commercial legal services to the following departments:

- Home Office;
- Cabinet Office;
- Crown Commercial Service;
- Department for Education;
- Department for Environment, Food and Rural Affairs;
- Department for Work and Pensions;
- Ministry of Justice; and
- Department of Health.

The vacancies are in our DWP, MoJ and DH teams.

There are approximately 110 lawyers in CLGp led by Wendy Hardaker, Commercial Law Director, who won the Civil Service Leadership Award in 2016. The seven teams in CLGp range in size from six to 18 lawyers and are each led by a Senior Civil Servant. The Group also has a Business Support Team.

Continued learning and development is very important in CLGp, both legal knowledge and skills and professional non-legal skills. We have recently appointed a know-how lawyer to CLGp. Each team within CLGp organises training specific to legal issues of its relevant client department. There are also regular training sessions organised by government lawyers, external law firms and Chambers, on cross-cutting commercial legal issues, public law, and professional skills which lawyers in CLGp are encouraged to attend. The Civil Service Commitment to five learning days a year applies to all staff and is actively encouraged. GLD has recently entered into a new contract for access to the widest range of online legal resources including PLC and LexisNexis.

Whilst CLGp is largely based in central London, there are a small number of posts co-located with clients in Leeds and the North West for lawyers advising the Ministry of Justice, the Department of Health and the Department for Work and Pensions. The North Western DWP posts are currently located in Warrington, but the DWP intention is to relocate to a corporate hub in the Manchester area in 2018.

There is a broad range of skills and experience in CLGp with a mix of solicitors and barristers, those who have trained in private practice law firms or chambers and those who have trained in the public sector, those for whom CLGp was their first in-house role, and those who have worked in-house elsewhere previously. Almost all lawyers advise on commercial, contract and public procurement law and many have areas of expertise in addition.

The creation of CLGp highlights the increasing importance of commercial skills to government, as new projects and programmes are increasingly delivered through commercial arrangements. CLGp aims to ensure delivery of high quality legal advice and commercial litigation services. CLGp is involved in many of the government's highest profile and most sensitive matters.

Much of CLGp's work is on the boundaries of commercial and public law, often at the forefront of major government initiatives. The government draws continuously upon the skills of commercial lawyers to bring to life policies pledged in their election manifestos and elsewhere.

CLGp lawyers advise on a comprehensive range of commercial matters, including public procurement, contracts, information technology, grants, intellectual property and state aid. They draft and advise on every part of the commercial process, from the commercial law implications of a policy, through to designing the appropriate commercial construct, ensuring that projects appropriately manage legal risk, that contracts are managed effectively, and that any disputes are resolved as effectively as possible.

Effective contract and supplier management is essential to extract maximum value and so CLGp lawyers are called upon to advise on handling performance issues and disputes before a formal dispute resolution procedure is commenced. Management of legal risks, in conjunction with other risks is a very large element of the role of a CLGp lawyer. If a dispute resolution procedure is commenced then CLGp lawyers often work alongside the litigation lawyers/counsel. CLGp lawyers also play a key role in instructing and managing external law firms and counsel where additional and/or specialist advice is required. Additionally CLGp lawyers work closely with their legal colleagues in the advisory law teams in GLD which advise the same department helping to implement policies and advise on any commercial legal issues raised.

There is an increase in workload across CLGp generally, largely due to the need to drive value from contracts, increasing commercial disputes and because of new programmes of purchasing. This increase in demand for CLGp's services has led to the need to recruit high calibre, commercial lawyers to help deliver the continuing success of CLGp. The work of CLGp offers some of the most interesting, varied, complex and high-profile commercial in-house work available. Successful candidates can therefore expect to be involved in some of the most high profile, complex and far reaching commercial issues in government.

#### **Department for Work and Pensions**

The Department for Work and Pensions is responsible for welfare, pensions and child maintenance policy. As the UK's biggest public service department it administers the State Pension and a range of working age, disability and ill health benefits to over 22 million claimants and customers.

Commercial Law Group Team G advises the Department for Work and Pensions on commercial law. It is a large and expanding team in a growth area of business covering a broad range of challenging, high profile and interesting work. We work alongside a number of expert clients and partners who are committed to working with us in the proper strategic planning of business and resources. We have a number of contracts with external legal firms. DWP is responsible for a radical and far-reaching programme of reform: getting people into work, supporting the disabled, and providing a framework for financial security in retirement. Team G advises DWP on the full range of commercial matters including public procurement law, contract law, intellectual property, state aid, banking contracts and one of the Government's largest property projects.

We offer our lawyers a wide variety of work on a range of commercial arrangements: everything from grant arrangements with small third sector organisations, joint ventures and partnership agreements with other parts of the public sector, to multi million pound contracts with major public sector suppliers. Much of our work is on the boundaries of commercial and public law, often at the forefront of major Government initiatives.

#### **Department of Health**

The Department of Health leads, shapes and funds health and care in England, making sure people have the support, care and treatment they need, with the

compassion, respect and dignity they deserve. The Department undertakes a wide range of commercial work of significance.

Commercial Law Group Team C (CLGp C) advises the Department on a comprehensive range of commercial law issues to support its major programmes of health and social care reforms. CLGp C is based in two locations - London and Leeds.

We provide a very comprehensive range of commercial law services which includes the provision of legal advice and assistance in relation to contracts (including contract management), grant funding, joint venture arrangements, creation of investment funds, public procurement law (contentious and non-contentious from the publication of an OJEU through to contract award), IPR, company law, FOIA and data protection, State Aid, confidentiality, and competition law.

Additionally, we work closely with lawyers in the DH advisory teams and the Commercial Litigation and Employment law teams and where required, commission and manage external commercial law firms to ensure quality, output and value for money.

Much of our work is high profile, sensitive and attracts media interest. We offer commercial lawyers the opportunity to advise on interesting, challenging and complex matters often on the margins of commercial and public law and at the forefront of government initiatives which in turn, shapes health and care in England.

### **Ministry of Justice**

The Ministry of Justice is one of the largest government departments, employing around 70,000 people (including those in the Probation Service), with a budget of approximately £9 billion. Each year, millions of people use its services across the UK - including at 500 courts and tribunals, and 133 prisons in England and Wales.

The Ministry works with many other government agencies, including:

- HM Courts and Tribunals Service (HMCTS)
- HM Prison Service
- Legal Aid Agency
- National Offender Management Service (NOMS)
- Office of the Public Guardian
- Probation Service
- Youth Justice Board

It is currently engaged on the delivery of the ambitious Prison Reform Programme intended to transform prisons, so they become places of rehabilitation and not just incarceration and the innovative HMCTS Court Reform Programme intended to create a more efficient courts estate that better serves the public, with fewer buildings but improved technology.

Commercial Law Group Team F advises the Ministry of Justice. The work of the team is interesting, challenging and varied and takes in both business as usual commercial work for the Prison Service, NOMS, HM Courts and Tribunals Service

and the Youth Justice Board, as well as key, high value contracts to deliver key policy work for the Ministry, e.g. the £1 billion electronic tagging of offenders contracts. We advise extensively on procurement (including IT procurement) and include two lawyers specialising in property law. It also advises the Legal Aid Agency on its own commercial work, including both procurement and legal aid supplier contracts.

The team is expanding as increasingly the Ministry's policies are delivered through commercial and contractual arrangements which require legal advice; e.g. on the delivery models to be adopted. The delivery of the high profile Prison Reform Programme and also the HMCTS Court Reform Programme in particular requires a high degree of commercial legal support. This advice and support needs to be provided with sensitivity to the public law context in which the Ministry operates and which often gives rise to challenging issues for the team to resolve.

### **Background to HMRC Solicitor's Office and Legal Services (SOLS)**

#### **HMRC and SOLS**

HMRC is the UK's tax, payments and customs authority. It has a vital purpose: to collect the money that pays for the UK's public services and help families and individuals with targeted financial support. HMRC's nearly 60,000 staff across the UK help the honest majority to get their tax right and make it hard for the dishonest minority to cheat the system. In 2015/16, HMRC collected £536.8 billion of revenue.

Commercial work is vital to HMRC as a delivery department. Some of the key commercial programmes which are currently transforming HMRC include major new IT and Digital programmes as well as an Estates transformation strategy, with Manchester continuing as one of the major regional centres for HMRC's future.

SOLS is an integral part of HMRC. It is headed by the General Counsel and Solicitor, Gill Aitken. We advise on legal issues arising from HMRC's policy and operational work and conduct the Department's litigation. SOLS is made up of over 1,000 people who are lawyers, tax professionals, advocates, paralegals and many other disciplines. Our legal work is high quality and covers a broad range of subjects. In addition to tax law and commercial law, our advice covers a range of general public law issues for HMRC, including human rights, administrative law and freedom of information. Our lawyers work in specialist teams handling specific areas of work.

#### **SOLS Commercial Law Teams**

We currently have exciting and challenging opportunities in Manchester for an experienced commercial lawyer to join one of our two specialist commercial teams.

In recent years, commercial work in HMRC has increased in significance and become even more high profile. Commercial capability is a key priority across government and HMRC is going through significant IT and Estates transformation. Our commercial lawyers advise on some of the most high profile, high value and complex public procurement and contractual commercial legal issues within government, which makes this a really exciting time to join HMRC's legal team.

Our Programmes team has an IT specialism and focuses on HMRC's major IT

transformation programme as well as the department's day to day IT work. Our Corporate team advises on the department's estates transformation programme, day to day commercial operations, banking, intellectual property and contract and supplier management. Each team has lawyers in both Manchester and London, is led by two Grade 6 team leaders and is overseen by a Deputy Director (SCS1).

We are looking for a bright, enthusiastic and ambitious lawyer, with a commitment to delivery for HMRC

## Vacancy Description

<b>Job Title</b>	Grade 7 Commercial Lawyers in GLD & HMRC
<b>Number of posts</b>	6
<b>Location</b>	Leeds and North West (GLD CLGp) and Manchester (HMRC SOLS)
<b>Salary</b>	<p>Grade 7 - £48,389 - £55,501 (2 years plus PQE)            Legal Officer - GLD: £42,000 (1 to 2 years PQE)            Legal Officer - HMRC: £38,000</p> <p>Legal Officers may regrade to Grade 7 after one years' service, depending on the Terms and Conditions of the employing Department.</p>
<b>Vacancy Description and Person Specification</b>	<p>6 Grade 7 Commercial Lawyers vacancies exist in Leeds and the North West, located as follows:</p> <p><u>GLD CLGp</u>            2 in the North West of England supporting DWP            2 in Leeds supporting MoJ            1 in Leeds supporting DH</p> <p><u>HMRC SOLS Commercial Law team</u>            1 in Manchester</p> <p>Allocation of successful applicants to a department, (GLD or HMRC), and a team will be dependent on business need and relevant experience and, as far as possible, candidate preference.</p> <p>You will be advising on the implementation of government policies through contracts, dealing with a broad range of commercial work that has a real impact on the delivery of key public services and advising ministers and senior civil servants on matters of national interest.</p> <p>You may be accountable for the quality and VFM of external legal</p>

	<p>services.</p> <p>Successful candidates can expect to be involved in some of the most high profile, complex and far reaching commercial issues available in the UK.</p> <p>You will be a qualified lawyer who will:</p> <ul style="list-style-type: none"> <li>• have experience in advising on complex commercial projects/programmes/contracts at pace;</li> <li>• have strong negotiating, commercial and contract drafting skills;</li> <li>• have the ability to influence senior clients effectively;</li> <li>• have a flexible attitude, and;</li> <li>• be a strong team-player with a collaborative approach towards working with clients and colleagues and also the ability to work independently.</li> </ul> <p>We are looking for intellectually capable, highly motivated lawyers with good training and experience in commercial law and with strong oral and written communication skills.</p>
	<p><b>Essential Criteria (Key competences)</b></p> <p>The post holders must be able to demonstrate Legal Professional Skills at Grade 7 and meet the following competencies (at level 4 of the Civil Service Competency Framework) set out in bold below (the bullet points are examples of effective behaviours under those competences):</p> <p><b>Legal Professional Skills:</b></p> <ul style="list-style-type: none"> <li>▪ Good commercial law experience including experience of contract drafting.</li> <li>▪ Knowledge of and experience of public procurement law and public law is desirable but not essential.</li> <li>▪ Reliable legal judgment and an appreciation of legal risk.</li> <li>▪ The ability to think strategically and creatively and, see legal issues in the wider context and advise accordingly.</li> <li>▪ Excellent legal analysis using secure legal research to provide timely and fit for purpose advice.</li> <li>▪ Strong negotiation skills.</li> <li>▪ The ability to communicate advice effectively both in writing and orally.</li> <li>▪ A good understanding of the role of lawyers in Government and the wider public sector context.</li> </ul>

**Motivational Fit:**

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

- Please describe how you are suited to working as a Government Lawyer.
- Please outline how you feel you might contribute effectively to a role within GLD and HMRC SOLS.

**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 and manage team dynamics when working across boundaries.
- Seek constructive outcomes in discussions, challenge assumptions but remain willing to compromise when it is beneficial.
- Be approachable and build strong interpersonal relationships to deliver business outcomes.

**Delivering results – Managing a Quality Service**

- Exemplify positive customer service behaviours and promote a culture focused on ensuring customers' needs are met, including efficient and cost effective delivery.
- Make clear and pragmatic and manageable plans for service delivery.
- 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.

	<ul style="list-style-type: none"> <li>▪ Adopt clear processes and standards for managing performance at all levels.</li> <li>▪ Maintain effective performance in difficult and challenging circumstances, encouraging others to do the same.</li> </ul> <p><b>Engaging People – Building Capability for All</b></p> <ul style="list-style-type: none"> <li>▪ Ensure that individual and organisational learning and development opportunities are fully exploited to enhance organisational capacity.</li> <li>▪ Coach and support colleagues to take responsibility for their own development (through giving accountability, varied assignments and on-going feedback).</li> <li>▪ Establish and drive discussions to learn from experience and adapt organisational processes and plans.</li> <li>▪ Prioritise and role model continuous learning and development, including leadership, management and people skills.</li> </ul> <p>In deciding whether you will be sifted-in for an interview (where your performance in all seven competencies will be tested) the Selection Board will look at ‘Legal Professional Skills’, ‘Motivational Fit’ and your ‘Communication Skills’, as evidenced in your covering letter and CV (see Recruitment Process section, How to Apply, below for details).</p> <p>For further information on the above please see the following documents:  <i>‘Civil Service Competence Framework 2012-17: Level 4 – Grade 7 and 6 or equivalent’.</i>  <i>‘GLS Legal Professional Skills for LO, Grade 7, Grade 6’</i>  <a href="https://civilservicelearning.civilservice.gov.uk/sites/default/files/competency_framework_level_4_grade_7_and_6.pdf">https://civilservicelearning.civilservice.gov.uk/sites/default/files/competency_framework_level_4_grade_7_and_6.pdf</a></p>
	<p><b>Professional Qualifications</b></p> <p><b>Academic</b>  Applicants <b>should</b> 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, the Departments 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)).</p>

### **Professional Qualifications**

Applicants must be 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, (QLTS), within 12 months of appointment. Appointments will be conditional/fixed term, pending the satisfactory completion of the QLTS. The cost will not be met by either GLD or HMRC.

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 where a 2.1 degree or higher is held), 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 Departments 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).

## Terms, Conditions and Benefits

The information offered in this document is supplied in good faith but does not in itself form any part of the contract of employment.

Successful applicants will be subject to the terms and conditions of their allocated department (GLD or HMRC).

<b>Eligibility</b>	The post advertised is to suitably qualified people in the external market, and on level transfer or promotion to existing Civil Servants and those in accredited Non-Departmental Public Bodies.
<b>Appointment Term</b>	Permanent (subject to qualifying in the jurisdiction of England and Wales (see qualifications))
<b>Working Arrangements</b>	GLD and HMRC are committed to flexible working, but business needs for some roles may limit the scope for particular working patterns. Flexible working is subject to regular review. Please contact Adele Callaghan at <a href="mailto:Adele.Callaghan@hays.com">Adele.Callaghan@hays.com</a> or Katie Haggerty at <a href="mailto:Katie.haggerty@hays.com">Katie.haggerty@hays.com</a> , or 0113 200 3717 for the Leeds posts. For all other posts please contact Navita Rooprai at <a href="mailto:navita.rooprai@hays.com">navita.rooprai@hays.com</a> or 0161 228 7770.
<b>Salary Range</b>	Grade 7 - £48,389 - £55,501(2 years plus PQE) Legal Officer - GLD: £42,000 (1 to 2 years PQE) Legal Officer - HMRC: £38,000  Legal Officers may regrade to Grade 7 after one years' service, depending on the Terms and Conditions of the employing department.
<b>Location</b>	Relocation costs will not be reimbursed.
<b>Travel Required</b>	Some travel may be required. Travel and subsistence costs will be reimbursed in line with relevant departmental policy.
<b>Nationality</b>	The GLS and HMRC are part of the wider Civil Service and therefore the <a href="#">Civil Service nationality rules apply</a> .  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: <ul style="list-style-type: none"> <li>• UK Nationals (and British Protected Persons);</li> <li>• Commonwealth citizens and nationals of the European Economic Area (EEA);</li> </ul>

	<ul style="list-style-type: none"> <li>• Individuals with dual nationality where one part is British; and</li> <li>• Certain family members of EEA, Swiss and Turkish nationals (as set out in the Civil Service nationality rules).</li> </ul> <p>Please note that it is possible to meet the above nationality requirements and still not be legally entitled to work in the UK. <a href="#">UK Visas and Immigration</a> operates a points-based immigration policy which applies to the migrants from outside the European Economic Area, Switzerland and Turkey.</p> <p>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.</p> <p>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.</p>
<p><b>Security Clearance</b></p>	<p>Before the appointment of successful candidates can be confirmed, GLD and HMRC will undertake background security checks. As part of this, we will need to confirm your identity, employment history over the past three years (or course details if you were in education), nationality and immigration status, and criminal record (unspent convictions only).</p> <p>GLD and HMRC require successful candidates to be cleared to SC (security check) level. Some posts will require clearance to a level higher than SC in view of the sensitive nature of the work. You will be told if this applies to you. Details of HM Government vetting policy can be found here:</p> <p><a href="https://www.gov.uk/government/publications/hmg-personnel-security-controls">https://www.gov.uk/government/publications/hmg-personnel-security-controls</a></p>
<p><b>Reserved for UK Nationals</b></p>	<p>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.</p> <p>These are non-reserved posts.</p>

<p><b>Working Hours and Leave Allowance</b></p>	<p>Those working full-time will be expected to work a 5-day week of 36 or 37 hours (excluding lunch breaks); 36 hours if you joined the Civil Service before 1 July 2013 or 37 hours if you joined the Civil Service on or after 1 July 2013 or are on modernised terms and conditions of service.</p> <p><b>GLD</b></p> <p>The annual leave allowance for those who joined the Civil Service <u>before</u> 1<sup>st</sup> July 2013 is 26.5 days per annum, increasing to 31.5 days after 5 years' service, plus 9 public and privilege days.</p> <p>For those who joined the Civil Service <u>on or after</u> 1st July 2013, or for those on modernised terms and conditions, the annual leave allowance is 25 days and then 30 days after 5 years' service, plus 9 public and privilege days.</p> <p><b>HMRC</b></p> <p>The annual leave allowance for anyone joining HMRC, including those from another Government Department, is 22 days per annum in the first year of service, and thereafter 25 days per annum, plus 9 public and privilege days, unless they have reached 10 years service resulting in the allocation of 30 days per annum, plus 9 public and privilege days.</p>
<p><b>Equality and Diversity</b></p>	<p>GLD and HMRC are employers promoting equality and aim to reflect the diversity of the society in which we live. They are committed to maximising the skills and potential of all staff. We welcome applications from all suitably qualified persons irrespective of disability, race, colour nationality, ethnic or national origins, gender, age, sexual orientation, gender reassignment, marital status or religion/belief.</p>
<p><b>Civil Service Code</b></p>	<p>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 <a href="https://www.gov.uk/government/publications/civil-service-code/the-civil-service-code">https://www.gov.uk/government/publications/civil-service-code/the-civil-service-code</a></p>
<p><b>Complaints Procedure</b></p>	<p>GLD and HMRC'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 <a href="http://civilservicecommission.independent.gov.uk">http://civilservicecommission.independent.gov.uk</a></p> <p>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 by telephone on 020 7210 3436 or by email at</p>

	<a href="mailto:caroline.anerville@governmentlegal.gov.uk">caroline.anerville@governmentlegal.gov.uk</a> in the first instance. If you are not satisfied with the response you receive, you can contact the Civil Service Commission.
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## Recruitment Process

<b>How to Apply</b>	<p>Applicants are asked to submit:</p> <ul style="list-style-type: none"> <li>▪ A covering letter addressing the ‘Legal Professional Skills’ competency (recommended 750 words) and Motivational Fit (recommended 250 words).</li> <li>▪ A CV (no more than three A4 sides).</li> <li>▪ A Diversity and Monitoring Form.</li> <li>▪ Confirmation of having achieved a minimum of a 2:1 degree in their first degree (in any subject). <ul style="list-style-type: none"> <li>- Where an applicant holds an overseas degree this should be equivalent to 2:1.</li> </ul> </li> </ul> <p>CLGp 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)).</p> <p>Please send your completed application, supporting documentation and a completed Diversity and Monitoring form to Adele Callaghan at <a href="mailto:Adele.Callaghan@hays.com">Adele.Callaghan@hays.com</a> or Katie Haggerty at <a href="mailto:Katie.haggerty@hays.com">Katie.haggerty@hays.com</a> for the posts in Leeds, clearly stating the title of the vacancy that you are applying for.</p> <p>For all other applications please email Navita Rooprai at <a href="mailto:navita.rooprai@hays.com">navita.rooprai@hays.com</a> clearly stating the title of the vacancy that you are applying for.</p> <p>If you are unable to complete your application online, please contact Hays on either 0113 200 3717 (Leeds) or 0161 228 770 (all other posts) for details of how to complete a paper application.</p>
<b>Overview of the Process</b>	<p>In deciding whether you will be sifted-in for an interview (where your performance in all seven competencies will be tested) the Selection Board will look at ‘Legal Professional Skills’, ‘Motivational Fit’ and your ‘Communication Skills’, as evidenced in your covering letter and CV</p> <p>A scenario based written exercise will be undertaken at the</p>

	interview stage.
<b>Arrangements for Interview</b>	Interviews are scheduled to take place in mid/late March.
<b>Candidates with Disabilities</b>	<p>GLD and HMRC have 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.</p> <p>To meet the minimum criteria, candidates applying under the terms of the Guaranteed Interview Scheme (GIS) must:</p> <ul style="list-style-type: none"> <li>• Meet all aspects of the stated minimum eligibility criteria (i.e. academic, nationality, and professional criteria);</li> <li>• Meet the standard set for the Critical Reasoning Test (where used); and</li> <li>• Obtain a minimum score for (i) the GLS core competencies being assessed at the application stage and (ii) against any job specific criteria specified.</li> </ul> <p>Candidates applying under the terms of the GIS, who meet the minimum criteria outlined above, will be invited to attend an interview.</p>
<b>Closing Date</b>	Monday 27 February
<b>Further Information and Contact for Application Enquiries</b>	<p>For further information and enquiries regarding an application please contact:</p> <p>Please contact Adele Callaghan at <a href="mailto:Adele.Callaghan@hays.com">Adele.Callaghan@hays.com</a> or Katie Haggerty at <a href="mailto:Katie.haggerty@hays.com">Katie.haggerty@hays.com</a> or telephone 0113 200 3717 for the Leeds posts.</p> <p>For all other posts please contact Navita Rooprai at <a href="mailto:navita.rooprai@hays.com">navita.rooprai@hays.com</a> or 0161 228 7770.</p>

## Indicative Timeline

Advert Closing Date	Monday 27 February
Interviews	Interviews are scheduled to take place in mid/late March.