

HEADLINE INFORMATION

JOB TITLE:	Grade 7 Lawyer
DEPARTMENT:	Government Legal Department
DIVISION:	Department for Transport Legal Advisers
LOCATION:	London
CLOSING DATE & TIME:	Monday 19 March 2018 at midday
INTERVIEW DATES:	April 2018
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:	Up to 6 Posts
SALARY RANGE:	Grade 7: £48,400 to £61,000 (London) Legal Officer: £42,420 (up to 2 years' PQE)

The vacancy on offer is at Grade 7 with a salary range of £48,400 to £61,000 (London).

Existing Grade 7s on level transfer will retain their current basic salary if it is within the GLD pay range. If your salary is higher than GLD maxima you will be placed on the maxima of the pay range and receive the difference as a mark-time allowance, if agreed by HR.

Where your salary is below GLD's G7 minima you will be raised to the minima of the pay range, £48,400. Any reserved rights to London Weighting or associated London allowances, will be consolidated into basic salary before the uplift to GLD G7 minima. If this results in your salary exceeding the pay range maxima, you will retain the difference on a mark-time basis. Any other allowances will not be retained on moving to GLD.

On promotion there will be an increase of 10% to your current basic salary, or move to the pay range minima, whichever is the highest. If you are in receipt of any reserved rights to London Weighting or associated London allowances, these will be consolidated after applying the 10% promotion calculation. After this calculation if your salary is below the minima of the pay range, you will be moved to the minima of the pay range.

Any other allowances will not be retained on promotion.

The vacancies on offer are at Grade 7 with a range of £48,400 to £61,000 (London), but appointments to Legal Officer on a salary of £42,420 will be made where successful candidates have less than two years post qualification experience (PQE). Candidates appointed as a Legal Officer will re-grade to Grade 7 when they reach one year's service or two years PQE, whichever comes sooner (subject to satisfactory performance).

Re-grading from Legal Officer to Grade 7 when one year's service or two years PQE is reached, whichever comes sooner, is only available to those individuals that are successful through this campaign. Existing GLD Legal Officers are able to apply for these vacancies and if successful would be re-graded to Grade 7 when they reach one year's service or two years PQE, whichever comes sooner (subject to satisfactory performance).

Please note that any move across the Civil Service on or after 6 April 2018 may have implications on an employee's ability to carry on claiming childcare vouchers. You may however be eligible to claim tax free childcare

TRAVEL REQUIRED:	Sometimes (Travel and subsistence costs will be reimbursed in line with Departmental policy)
GUARANTEED INTERVIEW SCHEME:	Yes
RESERVED/NON-RESERVED:	Non-reserved

WORK OF THE 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.

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 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.

The Division

DfT Legal Advisers advise the Department for Transport across the wide range of its functions. The Department for Transport's vision is to deliver a transport system that works for everyone and that, by always putting passengers and motorists first, will make people's journeys safer, cleaner, faster and more affordable today, while building the capacity we need for tomorrow. The Department for Transport provides leadership across the transport sector to achieve its objectives, working with regional, local and private sector partners to deliver many of the transport services people use today.

DfT Legal Advisers has over 100 lawyers and is headed by Brett Welch. The Division is based at the Department's principal office in Horseferry Road in Westminster. We are organised into a number of sector based legal teams, and work closely with ministers and policy officials in DfT and across Whitehall.

The policy and political environment is fast-moving, and the Department for Transport has a major legislative, regulatory and commercial portfolio. We ensure that the Department for Transport receives high quality advisory legal services to support the full range of its activities.

VACANCY DESCRIPTION

The Government's rail programme has never been more ambitious. Rail Group's remit encompasses huge projects, including delivery of the next generation of intercity trains through the InterCity Express Programme, the Thameslink Upgrade and Crossrail - the biggest construction project in Europe. Rail Group is also running a bigger rail franchising programme than ever before. Rail Group and High Speed Rail Group are also working with HS2 Ltd and Network Rail to plan and deliver the railway of the future, as well as managing today's network through a period of major change.

Both Groups are doing all of this against a backdrop of a highly complex and interconnected rail industry. Network Rail, train operating companies, rolling stock companies, manufacturers, the regulator and the wider supply chain all have roles to play. There are different levels of devolution to Scotland, Wales, London and some Passenger Transport Executives (PTEs). Our lawyers play a central role in supporting both Groups in delivering their challenging and diverse portfolio of work.

There is significant political and media interest in rail, which makes the work of both Groups exceptionally high profile.

We are looking to recruit more lawyers with a commercial background to support this nationally important programme of work. Current issues our rail lawyers are working on include:

- High Speed 2 – developing, legislating and building a new high speed rail line from London to Birmingham and onwards to Leeds and Manchester;
- Crossrail – to bring it into service in 2018;
- Crossrail 2 – proposals for a North-South cross London line
- Designing the West Coast Partnership, a new franchise model that will combine the current InterCity West Coast services with the development and introduction of High Speed 2 services.
- Designing the East Coast Partnership, the first of a new generation of long-term regional partnerships on the East Coast Mainline
- Intercity Express Programme - Advising on issues relating to the introduction of the next generation of intercity trains on the East Coast and Great Western routes
- East West Rail – advising on issues relating to the introduction of a new rail link which would re-open the line between Oxford and Cambridge on this strategically important corridor.

RECRUITMENT PROCESS AND HOW TO APPLY

To apply for this post, candidates are asked to submit the following;

- A form of words addressing the **Legal Professional Skills** (maximum 750 words) and **Motivational Fit** (maximum 250 words) competencies (see below). Your communication skills will be assessed 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 their first degree (in any subject). Where an applicant holds an overseas degree, this should be equivalent to a 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.

Applications will be sifted by a GLD panel.

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

PERSON SPECIFICATION

Application Stage

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 Officer/Grade 7 level.

We are particularly interested to hear from lawyers with a strong commercial law background and are looking for the following in **Legal Professional Skills**:

- Strong commercial law experience including experience of advising on complex commercial arrangements.
- Excellent powers of analysis and sound legal judgement.
- A constructive approach to providing legally sound, risk-based advice in a policy context.
- A good working knowledge of and experience of public procurement issues is desirable, but not essential.

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 these roles in DfT Legal Advisers.

For this campaign, only ‘Legal Professional Skills’, ‘Motivational Fit’ and ‘Communication’ will be assessed at the application form/short-listing stage.

Interview Stage

Should you be successful in being invited to interview with GLD, your performance in key competency areas will be tested. These are summarised below:

Legal Professional Skills – as above

Motivational Fit – as above

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 builds 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 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.

For further information on the above please see the following documents:

'Civil Service Competence Framework 2012-17: Level 4 – Grade 7 and 6 or equivalent'.

'Legal Professional Skills for LO, Grade 7, Grade 6'

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/436073/cscf_fulla4_potrait_2013-2017_v2d.pdf

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 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 5 years of appointment.

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).

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).

Please note that it is possible to meet the above nationality requirements and still not be legally entitled to work in the UK. [UK Visas and Immigration](#) 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 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.

In addition, if you are unable to complete your application online due to disability, please contact glsqualified@tmpw.co.uk for details of how to complete a paper application.

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

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 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). While information will be gathered at interview for timeliness, BPSS checks will only be run on successful candidates.

Successful candidates will also be required 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: <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

GLD 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 either by telephone on 0207 210 3436 or by email at: 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.