



# Government Legal Department



## Unique and high-profile work for Government

We are looking for highly capable qualified lawyers to join our supportive teams where we can offer a challenging and exciting career.

We provide legal advice to Government Departments on matters that are frequently scrutinised in Parliament and the media. Our advisory clients range from Departments such as the Home Office, the Department for International Trade to the Department for Health and the Ministry of Defence, to name just a few. Whether you join us as an advisory, employment, commercial or litigation lawyer, we offer broad and unrivalled career opportunities.

We would be thrilled to receive applications from candidates whatever stage you are at in your legal career. Whether you are newly qualified, returning to work after a break, or looking to 'do something different', GLD is a supportive and happy place to work.

### HEADLINE INFORMATION

These vacancies are for permanent roles across all our Leeds based divisions. We have roles that can be worked full-time, part-time or as part of a job share. For certain roles, some travel may be required. Our starting salary for Grade 7 lawyers is £48,985 and £43,916 for those joining us with less than 3 years' PQE until they hit 3 years' PQE or are in service for one year, whichever comes sooner. Please note salary is non-negotiable.

<b>LOCATION:</b>	Leeds only
<b>APPOINTMENT TERM:</b>	Permanent c.
<b>NUMBER OF POSTS:</b>	30
<b>SALARY RANGE:</b>	Grade 7 - £48,985 (Leeds), Legal Officer - £43,916 (up to 3 years PQE)
<b>PATTERNS:</b>	Full time / Part time / Job share
<b>TRAVEL REQUIRED: CRB REQUIRED:</b>	Sometimes Yes
<b>DISABILITY CONFIDENCE SCHEME:</b>	Yes
<b>RESERVED/NON-RESERVED:</b>	Non-reserved

## **THE DEPARTMENT**

The Government Legal Department (GLD) is the largest provider of legal services across government, working with all the main Whitehall Departments. From roads to rivers, and health to human rights, our work touches on most aspects of public life.

The department has more than 14 client-facing advisory teams who provide legal advice on the development, design and implementation of government policies and decisions, draft secondary legislation and work with Parliamentary Counsel on primary legislation. Our cross-cutting expert service groups for Litigation, Employment and Commercial Law provide specialist legal services to a wide range of government departments and public bodies.

We are a non-ministerial government department with more than 2,500 employees, around 1,800 of whom are solicitors or barristers. The department is based primarily in London but has teams in Bristol, Manchester, and Leeds. These posts are Leeds based only.

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.

## **OUR CAREER OFFER**

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

GLD encourages its people to develop their skills and provides opportunities to move between advisory, litigation, employment and commercial law services during their careers. For Newly Qualified lawyers with under one year's experience, GLD operates a '2+2' policy, whereby these lawyers are allocated to two, 2 year postings over their first 4 years working with GLD; 2 years in a contentious team (litigation or employment), and a further 2 years in a non-contentious advisory post, or vice-versa. The scheme is intended to help NQs to develop a broader range of skills and stay 'fresh' in working on different areas of law and in new environments.

## **AREAS OF LAW AND OUR WORK**

### *Litigation Group*

The actions and decisions of government are under increasing scrutiny and challenge. Military action overseas, immigration policy, welfare reform, climate change and energy policy are just a few of the issues that generate legal challenges that can hit the headlines. GLD litigation lawyers conduct a wide range of often high profile cases, frequently involving questions of constitutional importance. Our public law litigation practice covers the full range of judicial review challenges in areas such as immigration, planning and national security as well as the Government's wide ranging reform agenda. We also have a substantial private law practice representing large Government Departments such as the Ministry of Justice and the Ministry of Defence in personal injury, clinical negligence, misfeasance in public office, false imprisonment, and other claims. Litigation lawyers also provide expert representation in relation to inquests and public inquiries.

We regularly litigate through the higher courts to the Supreme Court and offer the opportunity to handle cases at the forefront of the developing law.

Our litigators gain early responsibility for their own caseload within a supportive team environment, working alongside counsel from the Attorney General's Panels. They also play an important co-ordination role when litigation involves several Government Departments.

Litigation lawyers work closely with policy colleagues and advisory legal colleagues in client Departments to reduce the exposure to litigation risk and to develop realistic contingency plans when the litigation risk materialises.

### *Advisory Divisions*

Government Departments need to draw on the skills of advisory lawyers to bring to life policies for which Ministers are accountable to Parliament and the electorate. The legal issues are often complex, novel and politically sensitive. The legal approach may be scrutinised by Parliament, the media, courts, and other institutions, domestic and International projects are often fast moving and the problems brought to lawyers are often both urgent and unpredictable. Our advisory lawyers work closely with policy officials and other professionals in the Department to find legally sound solutions to deliver Ministers' priorities, even where these change overnight. Ministers want to reform and improve the area they are responsible for. They are likely to be brimming with ideas about how to change things – more affordable childcare, planning regulations which support the growth agenda, limiting bankers' bonuses are some recent examples. Advisory lawyers think through all the legal implications of a policy, for instance human rights and International law, equality and data protection issues, as well as core public law principles. They need to anticipate possible legal challenges and provide officials and Ministers with clear legal risk assessments. If a challenge is made they will instruct colleagues from Litigation Group and provide the interface with Departmental officials and Ministers.

Where new primary legislation is required, advisory lawyers work with Parliamentary Counsel on the draft Bill and support policy colleagues and Ministers at all stages of the parliamentary process.

Advisory lawyers also implement policy reforms and Acts of Parliament by drafting a huge volume of secondary legislation. To write a new law is a special privilege, requiring both precision of expression and creativity. It is a team effort involving multiple checks, but the drafter will always have a special sense of pride and ownership.

### *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). A number of teams are 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 a number of Whitehall Departments.

### *Employment*

The Employment Group acts as a shared service centre for advice and litigation across all government departments. The Group covers the full spectrum of employment work ranging from day to a day advice to HR staff to advice on large scale employment policies affecting every civil

servant. It deals with employment litigation against the Government from single unfair dismissal cases to multi-party equal pay and pensions cases. It also advises on the employment aspects of large scale commercial insourcing and outsourcing contracts

### *One GLD*

If you apply, please note that your application will be for a generalist qualified lawyer role at the Government Legal Department. If you have developed a specialism in a particular area of law (e.g. employment law, trade law, commercial law) then you should reflect that in the CV section of the application form, however please bear in mind that you will be offered a role in order of merit and not necessarily within your specialism.

## **ESSENTIAL CRITERIA**

At application stage, you will be assessed on the following criteria:

### ***Technical Legal Skills:***

- Sound understanding of public law.
- Reliable legal judgement and appreciation of legal risk.
- The ability to think strategically and creatively, see legal issues in their wider context and advise accordingly.
- Sound analysis, using secure legal research to produce timely and fit for purpose advice.

### ***Motivational Fit***

- We need to know how well our requirements and offerings match your aspirations.
- An understanding of the role of lawyers in Government.
- Please outline why you are motivated to join the Government Legal Department and how you feel you might contribute effectively to a role with GLD.

At interview stage, you will be assessed on the following criteria, alongside strength-based questions:

***Technical professional skills – as above***

***Motivational Fit – as above***

### ***Behaviour: Communicating and Influencing***

- Communicate with others in a clear, honest and enthusiastic way in order to build trust.
- Deliver difficult messages with clarity and sensitivity, being persuasive when required.
- Explain complex issues in a way that is easy to understand.

### ***Behaviour: Managing a Quality Service***

- Demonstrate positive customer service by understanding the complexity and diversity of customer needs and expectations.
- Deliver a high quality, efficient and cost effective service by considering a broad range of methods for delivery.
- Proactively manage risks and identify solutions.

## ***Behaviour: Working Together***

- Actively build and maintain a network of colleagues and contacts to achieve progress on shared objectives.
- Challenge assumptions while being willing to compromise if beneficial to progress.
- Create an inclusive working environment where all opinions and challenges are taken into account and bullying, harassment and discrimination are unacceptable.

**For further information about Civil Service recruitment processes and Success profiles, please visit: <https://www.gov.uk/government/publications/success-profiles>**

## **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. GLD 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 (or will be qualified 3 months from application date). You must have completed a training contract/pupillage/qualifying employment, or have been exempted from this by the Law Society, the Bar Council or CILEx. Applicants qualified in a jurisdiction outside England and Wales will be required to undertake the Solicitors Qualifying Exam (SQE) within 5 years of appointment, and employment will be conditional upon the successful completion of the SQE within this time period. GLD offers some partial funding for the SQE, however applicants should note that there is also a cost to the individual.

*Professional entry criteria for Chartered Legal Executives (i.e. Fellows):* Chartered Legal Executives are eligible to apply where (i) a Qualifying Law Degree (QLD) is held; or (ii) the Graduate Diploma in Law (GDL)/CPE has been completed; or (iii) where exams have been passed (i.e. a score of 50% or above achieved), at CILEx Level 6\*, in all of the following seven foundation subjects in law:

1. Contract Law
2. Criminal Law
3. Equity and Trusts Law
4. European Union Law
5. Land Law
6. Public Law
7. Law of Tort

\* Note: There are specific requirements relating to academic achievement in the CILEx Level 6 exams where these are being used to demonstrate 2.1 degree equivalence as set out below.

*Chartered Legal Executives* should note that GLD will be willing to accept an, overall, average score of 65% or above across exams passed in the seven foundation subjects in law (where studied at CILEx Level 6) as demonstrating 2.1 degree equivalence (where a 2.1 degree is not held).

## **WHAT TO EXPECT IF YOU CHOOSE TO APPLY:**

- 1) You register your interest and submit your application. You will be asked to provide a response on Technical Legal Skills (limit of 750 words/4500 characters) and Motivational Fit (500 words/3000 characters).
- 2) Candidates meeting the advertised minimum eligibility criteria will be asked to complete an online Critical Reasoning Test which will be sent via email. Applicants will be asked to complete this before a deadline – please ensure you check your email inboxes carefully, including junk folders as some systems filter the link as ‘spam’ or ‘junk’. If concerned please contact the Recruitment Team for advice (see contact details below).
- 3) Candidates who meet the required standard on the critical reasoning test will have their applications sifted by a GLD sift panel. Please note detailed feedback will not be given following sift, however sift scores will be made available.
- 4) Candidates who are selected for interview will be emailed an online written exercise to test the ‘Technical Legal Skills’ criteria – you will be advised of a clear deadline for submitting your response. This allows you to respond to a legal question in the comfort of your own home and at a time convenient to you. Your written response will be assessed ahead of your interview, you may be asked some follow up questions on it during your interview and a copy will be provided for you on the day of interview.
- 5) As the situation currently stands with COVID-19, you may be interviewed remotely by a GLD panel via a video conference call. All details will be sent a week before your interview slot to ensure you are fully prepared ahead of schedule. Any candidate applying must have access to video with audio availability. Candidates who do not have access may be withdrawn from the process.

At the interview, you will have the opportunity to prepare your response to certain criteria in advance. Interviews normally last around 40 to 60 minutes. Should we not be in a lockdown scenario because of COVID-19, we may look to resume normal face-to-face interviews. Should there be any guidance on how we do this in line with social distancing, we will provide this to you well in advance of the interview.

- 6) We will allocate successful candidates to the most suitable vacancy available at the time of our offer, taking into account your performance at interview. We may hold a reserve list if the number of successful candidates after interview exceeds the number of available vacancies.

## **TO APPLY**

Please click here to apply: <https://www.gov-recruit.co.uk/jobs/GLD-1403096>

## **TIMINGS**

We welcome applications on a continuous basis between 21st February and 23rd March 2022

Applications will be assessed in 2 waves throughout the period. The cut-offs for each wave are:

<b>Wave</b>	<b>Cut-off (midday)</b>
1	8 <sup>th</sup> March 2022

2	23 <sup>rd</sup> March 2022
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Candidates should note that if all vacancies are filled at the close of a particular stage, then GLD may close subsequent waves and/or phases.

Offers are made strictly in order of merit. Where candidates pass the Board but cannot be offered posts at that particular time, we may keep them on a reserve list for a period of time and offer a post at a later stage.

Applicants may only apply to one of the waves listed above - repeat applications are not permitted within the period 21<sup>st</sup> February 2022 to 23<sup>rd</sup> March 2022.

### **ON FLEXIBLE WORKING AND ANNUAL LEAVE**

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 also be considered.

The annual leave allowance is 25 days, and then 30 days after 5 years' total service.

Note: If you are a GLD employee on GLD's terms and conditions this will remain unchanged.

### **MOVES WITHIN THE CIVIL SERVICE**

Successful candidates will transfer to GLD on a permanent basis. Successful candidates transferring on permanent basis to GLD who are not currently on modernised terms and conditions will be expected to transfer onto GLD's modernised terms and conditions, whether on promotion or level transfer.

The transfer would be considered voluntary and so would not attract excess fares, travel costs or relocation costs.

Note: If you are a GLD employee on GLD's terms and conditions this will remain unchanged.

### **CIVIL SERVICE REFORM**

The Government Legal Department is updating its terms and conditions of employment as part of the Civil Service Reform.

It is the candidate's responsibility to ensure they are aware of the Terms and Conditions they will adopt and should they be successful in application, they may find Annex A helpful.

### **POINT OF CONTACT**

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

## Nationality

The GLD is part of the wider Civil Service and therefore the Civil Service nationality rules apply. As this post is described as 'non-reserved', those listed below will be eligible to apply:

- UK nationals
- nationals of Commonwealth countries who have the right to work in the UK
- nationals of the Republic of Ireland
- nationals from the EU, EEA or Switzerland with (or eligible for) status under the European Union Settlement Scheme (EUSS)
- relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service
- relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service
- certain family members of the relevant EU, EEA, Swiss or Turkish nationals

Full details of the Civil Service nationality requirements may be found at [Civil Service website](https://www.gov.uk/government/publications/nationality-rules?_ga=2.152619769.1541126294.1610557853-139268632.1550145285) and nationality rules here [https://www.gov.uk/government/publications/nationality-rules?\\_ga=2.152619769.1541126294.1610557853-139268632.1550145285](https://www.gov.uk/government/publications/nationality-rules?_ga=2.152619769.1541126294.1610557853-139268632.1550145285)

Please note that it is possible to meet the above nationality requirements and still not be legally entitled to work in the UK. The [Home](#) Office has a points-based immigration policy.

It is the applicant's responsibility to check whether this policy applies to them. When applying, applicants will be asked about their nationality at birth, whether they are subject to immigration control, whether there are any restrictions on their continued residence or employment in the UK etc. Detailed document checks will be made prior to employment.

Applications will be accepted from those applicants who may require sponsorship for a work permit under the Home Office's points-based immigration policy.

## Disability Confidence 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 Disability Confidence Scheme (DCS) 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 against any job specific criteria specified.

Candidates applying under the terms of the DCS, 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 before or at the 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). This will apply to successful candidates only and your permission will be required before checks are undertaken.

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. United Kingdom Security Vetting may at times need to prioritise clearances and therefore there could possibly be a delay. Details of HM Government vetting policy can be found here: <https://www.gov.uk/government/publications/hmg-personnel-security-controls>

## **DATA PROTECTION**

This [notice](#) sets out how we will use your personal data throughout the recruitment process, and your rights.

If you have any concerns about any of the questions which you are asked to complete or what we will do with the information you provide, you should discuss these with the GLD Recruitment Team, Telephone: 0845 3000 793 or 0117 923 4417, Email: [govqualified@tmpw.co.uk](mailto:govqualified@tmpw.co.uk)



## **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.

## **Annex A**

### **Moves across government**

Staff joining the Government Legal Department from another government department on a permanent and voluntary basis, whether on level transfer or promotion, will do so on the basis that they accept the Government Legal Department's modernised terms and conditions set out below:

	<b>Staff joining GLD on level transfer or promotion from an OGD on a permanent and voluntary basis if advertised on or after 20<sup>th</sup> July 2020</b>
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<b>Mobility</b>	All Civil Servants are categorised as mobile or non-mobile grades. This post is a mobile grade and the post-holder is therefore liable to be transferred to any Civil Service post, whether in the UK or abroad, and is obliged to accept such postings when required by management to do so.
<b>Hours of work</b>	Standard full-time working week of 37 hours net regardless of geographical location (pro-rata for part-time staff).
<b>Occupational sick pay</b>	If on pre-modernised T&Cs prior to transfer: 5 months full pay and 5 months half pay  If on modernised T&Cs prior to transfer: continue accruing entitlement at one month full pay and one month half pay up to a maximum of 5 months full pay and 5 months half pay during the fifth year of service
<b>Privilege leave</b>	1 day privilege leave in recognition of the Queen's Birthday
<b>Annual leave</b>	Annual leave starts at 25 days and then 30 days after 5 years of service. Qualifying service will be taken into account for the purpose of determining when the increase will take effect