



Government
Legal Department



Civil Service HR

Qualified Lawyers Government Legal Department

Reference: [XXXXXX]

Closing date: 12:00 (Midday) on **29th**
April 2024



About the Government Legal Department

From energy to security,
health to human rights, we
help the Government deliver
life changing law for citizens.

The Government Legal Department is the largest provider of legal services across government, working on high profile matters that are frequently scrutinised in Parliament and the media. Our work includes:

- ❖ Developing and drafting legislation
- ❖ Providing legal advice on policies
- ❖ Securing our economic and trade relationships
- ❖ Ensuring value from commercial contracts worth billions of pounds
- ❖ Providing the Civil Service's employment law advice

We are at the heart of delivering the Government's priorities and our success depends on our people.

GLD is a non-ministerial government department, sponsored by the Attorney General. We are headed by the Treasury Solicitor, our Permanent Secretary and employ nearly 3000 people, including over 2000 legal professionals. Our offices include London, Leeds, Bristol, Croydon and Manchester as well as overseas. We provide specialist legal services including Litigation, Employment and Commercial Law as well as advising most Government Departments on the policies and services they deliver.

GLD also depends on a range of vital corporate services. These are essential to the smooth and efficient running of the Department and provide the foundation to enable GLD to deliver outstanding legal services. Our corporate functions include Strategy, HR, Finance, Digital, Data and Technology, Communications, Security, Commercial and Project delivery.

Our vision is to be an outstanding legal organisation and a brilliant place to work where everyone can thrive and fulfil their potential. This is an exciting time for GLD, with cutting edge

legal work on global issues and a transformation agenda which is ensuring the Department exemplifies the [Modern Civil Service](#).

To find out more about what we do visit the Government Legal Department's [webpage](#) or have a look at this [short film](#) which showcases the breadth of work government lawyers and legal trainees are involved in.

Unique and High-Profile Work for Government – About the Role

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.

These vacancies are for permanent roles across our divisions and locations. 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, including to Brussels. Our starting salary for Grade 7 lawyers is £59,200 (National) and £47,541 (National) 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.

About the Role

Job Title

Qualified Lawyers

Grade 7 Lawyers (3 years PQE), Legal Officer (up to 3 years PQE)

Location

Bristol, Leeds & Manchester

Salary

External candidates at Grade 7 should expect their salary upon appointment to be £59,200 (National) per annum. Legal Officers should expect their salary to be £47,541 per annum

Existing Civil Servants will be appointed in line with the Civil Service pay rules in place on the date of their appointment. Modernised terms and conditions will apply on promotion.

Existing civil servants on level transfer will retain their current basic salary if it is within the GLD pay range. If your salary is higher than the GLD grade 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 grade minima you will be raised to the minima of the pay range. Any reserved rights to London Weighting or associated London allowances, will be consolidated into basic salary before the uplift to GLD grade minima Any other allowances will not be retained on moving to GLD. If this results in your salary exceeding the pay range maxima, you will retain the difference on a mark-time basis.

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.

We operate London and National pay scales. If you voluntarily move locations your salary will be revised to reflect pay for the location.

Any other allowances will not be retained on promotion or transfer.

Any move to Government Legal Department from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may however be eligible for other government schemes, including Tax-Free Childcare. Determine your eligibility at <https://www.childcarechoices.gov.uk/>.

About the Role

Grade

Grade 7 Lawyers (3 years PQE), Legal Officer (up to 3 years PQE)

Contract Type

Permanent

For existing Civil Servants, there is the possibility of loan or secondment.

Working Pattern

Full time / Part time /Job share

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' scheme, 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 voluntary and is intended to help Newly Qualified lawyers to develop a broader range of skills and stay 'fresh' in working on different areas of law and in new environments.

The Role

These vacancies are for permanent roles across all our London and National 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 £59,200 (National) per annum and £47,541 (National) 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.

About the Role

Areas of Law

Litigation Group

The actions and decisions of government are under increasing scrutiny and challenge. Military action overseas, Brexit, 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, European 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, EU 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.

About the Role

EU legislation is another strand of work, where our lawyers may need to advise on negotiations, including the UK's withdrawal from the EU.

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 a 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.

Person Specification / Criteria

Essential 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.

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>

Qualifications

Qualifications – Minimum Eligibility Criteria

Academic and Professional

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)).

Applicants must be qualified to practise as a Solicitor, Barrister or Chartered Legal Executive in England and Wales however, we also accept applications from overseas qualified candidates. 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. Please note that candidates cannot apply more than 3 months before their qualification date.

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).

Civil Service Code

The Civil Service Code sets out the standards of behaviour expected of you and other civil servants. These are based on the core values which are set out in legislation.

As a civil servant, you are expected to carry out your role with dedication and a commitment to the Civil Service and its core values of:

- ❖ 'integrity' is putting the obligations of public service above your own personal interests
- ❖ 'honesty' is being truthful and open
- ❖ 'objectivity' is basing your advice and decisions on rigorous analysis of the evidence
- ❖ 'impartiality' is acting solely according to the merits of the case and serving equally well governments of different political persuasions

These core values support good government and ensures the achievement of the highest possible standards in all that the Civil Service does.

The Recruitment Process

Selection Process

After the closing date, candidates will be required to undertake a critical reasoning test. Should candidates meet the standard in the test a panel shall assess candidates' suitability for the role based on evidence provided in their application against the behaviours and experience outlined in the person specification (see below).

Application

Should you meet the standard in the critical reasoning test your application will be assessed on the following criteria:

- ❖ Technical Legal Skills
- ❖ Motivational Fit

Interview

Should you be successful in being invited to interview, you will be assessed on your performance in all essential criteria as listed in the Person Specification, alongside exercises, scenario based exercises and strength-based questions. Candidates invited to interview will be given further information.

- ❖ **Technical Legal Skills**
- ❖ Motivational Fit
- ❖ Behaviour: Communicating and Influencing
- ❖ Behaviour: Managing a Quality Service
- ❖ Behaviour: Working Together

Feedback will only be provided if you attend an interview.

[Interviews will probably take place remotely via video conference, full details of the interview format will be provided to shortlisted candidates prior to interview.] The timeline later in this pack indicates the date by which decisions are expected to be made, and all shortlisted candidates will be advised of the outcome as soon as possible thereafter.

Offer

Regardless of the outcome, we will notify all candidates as soon as possible after the final interview.

We appoint in strict order of merit. If you meet the minimum criteria for this position but are not successful for a post, you will be placed on the reserve list for up to 12 months. We then may contact you to see if you are interested in a post at the same, or a lower grade, in GLD should one arise.

A Great Place to Work for Veterans' Scheme

GLD has now implemented the 'A Great Place to Work for Veterans' initiative.

This is aimed at giving veterans the best possible opportunity to succeed in joining the Civil Service. This means that veterans who meet the minimum criteria for the role at all stages of the selection process must be offered an interview.

Veterans will be asked if they meet the eligibility criteria and whether they want to apply through the scheme during the application process.

To meet the minimum criteria, candidates applying under the terms of the 'A Great Place to Work for Veterans' Scheme 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 core criteria being assessed at the application stage and (ii) against any job specific criteria specified.

What to Expect When You Apply

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).

1. 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).
2. 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.
3. 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.
4. You will 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.

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

To Apply

Please click here to apply: [\[insert link\]](#)

Expected Timeline

We welcome applications on a continuous basis between 8th April and 10th June 2024.

Applications will be assessed in 5 waves throughout the period. The cut-offs for each wave are:

Wave	Cut-off (midday)
65	29 th April 2024
66	10 th June 2024

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 29th April 2024 to 10th June 2024.

Expected Timeline

We will try and offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews.

You are therefore asked to note the below timetable, exercising flexibility through the recruitment and selection process, in order to meet the dates given.

Please note that these dates may be subject to change.

The anticipated timetable is as follows:

Advert Closing Date	w/c 29th April 2024 /12:00 (Midday)
Shortlisting	w/c 10th May 2024
Interviews	w/c 24th May 2024

Diversity & Inclusion



The Civil Service is committed to becoming an exemplar employer on inclusion. At GLD, we are dedicated to creating an inclusive culture where we can all thrive and fulfill our potential.

Every single one of us brings something important to GLD. There should be no barriers to us realising our potential because of who we are or where we have come from. This is why GLD's Diversity and Inclusion Strategy is so important to us. It sets out the kind of organisation we want to work for. We take a collaborative approach and collective ownership of our Diversity & Inclusion ambitions, with HR and Communications colleagues working closely with GLD's vibrant and engaged staff networks to define our approach and to celebrate our rich and diverse workforce.

We all have a part to play in defining the culture of GLD through our behaviours. As leaders, inclusion must be at the heart of all that we do to lead our diverse and talented teams.

Our Leadership Behaviour Framework, D&I Learning Pathway and Mandatory Leadership performance management objective are some of the tools we have developed to support us to grow our knowledge and understanding of our leadership impact and hold us to account. We know that diverse perspectives and experiences are critical to an effective, modern Civil Service that delivers policies and services for all of our citizens.

Our passion for inclusion means creating a work environment for all employees that is welcoming, respectful, fair and engaging. Where diversity and fairness are not only respected and valued but celebrated. An organisation that attracts, develops and retains diverse talent with rewarding opportunities for personal and professional development for all.

If you're interested in becoming a world class leader, developing your career with us – starting with this interesting and challenging role – or doing things differently and inspiring colleagues, then the Civil Service is the place for [you](#).

What's next?

You've taken the first step and looked through this job pack to understand the skills and experience needed to perform this role. Now join us in achieving our ambitions and let us help you achieve yours. [Read more](#).

FAQS

Can I apply if I am not currently a civil servant?

Yes. This role is open to suitably qualified people in the external market as well as existing civil servants.

Modernised terms and conditions will apply.

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.

If you are a GLD employee and you are successful in obtaining a promotion you will move on to GLD's modernised terms and conditions.

Is this role suitable for part-time working?

Yes, this role is available on full-time or part-time basis, or flexible working arrangements (including job share partnerships).

As part of our smarter working policies GLD employees are – subject to the requirements of the role - expected to work at least 40% of their contracted hours each month from a GLD office (rising to 60% from April 2024).

Will the role involve travel?

Some travel may be required for this role.

Where will the role be based?

If successful you will be based in **Bristol, Leeds or Manchester**. Unfortunately, relocation costs will not be reimbursed.

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

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

Reserved for UK Nationals

Certain posts, notably those concerned with security and intelligence, are reserved for UK nationals only. This is a non-reserved post.

Civil Service Nationality Requirements and Right to Work

Jobs are broadly open to the following groups except where the job is 'reserved' for UK Nationals:

- ❖ UK nationals
- ❖ nationals of the Republic of Ireland
- ❖ nationals of Commonwealth countries who have the right to work in the UK
- ❖ nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities with settled or pre-settled status under the [European Union Settlement Scheme \(EUSS\) \(opens in a new window\)](#)
- ❖ nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities who have made a valid application for settled or pre-settled status under the European Union Settlement Scheme (EUSS)

FAQS

- ❖ individuals with limited leave to remain or indefinite leave to remain who were eligible to apply for EUSS on or before 31 December 2020
- ❖ Turkish nationals, and certain family members of Turkish nationals, who have accrued the right to work in the Civil Service

For more information on job nationality requirements and the right to work in the UK, see the [Civil Service Nationality rules \(opens in a new window\)](#) and the [UK Visas and Immigration rules \(opens in a new window\)](#)

Is security clearance required?

Yes. If successful you must hold, or be willing to obtain, security clearance to [\[BPSS/CTC/SC/DV\]](#) level. More information about the vetting process can be found [here](#).

What reasonable adjustments can be made if I have a disability?

We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process.

If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact Francis.anku@Governmentlegal.gov.uk in the first instance.

Do you offer a Guaranteed Interview Scheme for Disabled Persons?

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

Will this role be overseen by the Civil Service Commission?

No, this campaign is chaired by the vacancy holder. However this campaign will still be delivered in line with the CS Recruitment Principles.

What do I do if I want to make a complaint?

The law requires that selection for appointment to the Civil Service is on merit on the basis of fair and open competition as outlined in the [Civil Service Commission's Recruitment Principles](#).

If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, you should contact Caroline.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](#).

What should I do if I think that I have a conflict of interest?

Candidates must note the requirement to declare any interests that might cause questions to be raised about their approach to the business of the Department. If you believe that you may have a conflict of interest please contact Francis.anku@Governmentlegal.gov.uk before submitting your application.

Annex A – GLD Further Information and Benefits

Equalities Statement

GLD is an equal opportunities employer, and its policies, including the need to guard against false assumptions based on an individual's sex or marital status, gender reassignment, sexual orientation, colour, race, religion, ethnic or national origin, work pattern (i.e. part-time working), age or disability, is followed at all stages of the selection procedure.

Diversity of opportunity is something that GLD cares passionately about. Applications are encouraged from all candidates regardless their ethnicity, religion, gender identity, sexual orientation, age and disability. We particularly welcome applications from those with a disability or/and those from an ethnic minority background.

Benefits of working for the Civil Service

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

Equality, Diversity and Inclusion

The Civil Service values and supports all its employees. We have strong and pro-active staff networks, special leave policies for hospital appointments, flexible working policies, and workplace adjustments put in place for those who need them, and talent programmes to help everyone, irrespective of background, to achieve their potential and thrive.

Pension

Your pension is a valuable part of your total reward package. A competitive contributory pension scheme that you can enter as soon as you join where we will make a significant contribution to the cost of your pension; where your contributions come out of your salary before any tax is taken; and where your pension will continue to provide valuable benefits for you and your family if you are too ill to continue to work or die before you retire. Visit Civil Service Pension Scheme for more details.

Generous Annual Leave and Bank Holiday Allowance

25 days annual leave on entry, increasing to 30 days after 5 years' service.

This is in addition to 8 public holidays. This will be complemented by one further day paid privilege entitlement to mark the King's Birthday.

Flexible Working

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).

Staff Wellbeing

Flexible Working Schemes allowing you to vary your working day as long as you work your total hours. Generous paid maternity and paternity leave which is notably more than the statutory minimum offered by many other employers. Opportunity to use onsite facilities including fitness centres and staff canteens (where applicable).

Season Ticket and Bicycle Loan

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

Sick Pay

Occupational Sick Pay.

Annex A – GLD Further Information and Benefits

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 the security clearance level outlined in the candidate pack.

Annex A – GLD Further Information and Benefits

Data Protection

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

Complaints Procedure

GLD'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 <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 210 3436 or 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.

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. The table below may be helpful

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:

Annex A	Staff joining GLD on level transfer or promotion from an OGD on a permanent and voluntary basis if advertised on or after 20th July 2020
Mobility	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.
Hours of work	Standard full-time working week of 37 hours net regardless of geographical location (pro-rata for part-time staff).
Occupational Sick 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.
Privilege Leave	1 day privilege leave in recognition of the King's Birthday.
Annual Leave	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.

Moves Across Government

Pay	<p>Salary/Pay</p> <p>Existing civil servants on level transfer will retain their current basic salary if it is within the GLD pay range. If your salary is higher than the GLD grade 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.</p> <p>Where your salary is below GLD's grade minima you will be raised to the minima of the pay range. Any reserved rights to London Weighting or associated London allowances, will be consolidated into basic salary before the uplift to GLD grade minima. Any other allowances will not be retained on moving to GLD. If this results in your salary exceeding the pay range maxima, you will retain the difference on a mark-time basis.</p> <p>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.</p> <p>We operate London and National pay scales. If you voluntarily move locations your salary will be revised to reflect pay for the location.</p> <p>Any other allowances will not be retained on promotion or transfer.</p> <p>Any move to Government Legal Department from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may however be eligible for other government schemes, including Tax-Free Childcare. Determine your eligibility at https://www.childcarechoices.gov.uk/.</p>
------------	--



Government
Legal Department



Civil Service HR

Contact us

Name: GLD Recruitment Team

Telephone: 0845 3000 793 or 0117 923 4417

Email: govqualified@tmpw.co.uk