



Government
Legal Department

Employment Lawyer Recruitment Pack

November 2021

Contents

Headline Information.....	2
Work of the Department	3
The Division	3
Vacancy Description	4
Essential Criteria.....	4
Recruitment Process	6
Zoom Meetings to Find Out More	7
Location of Posts	7
Minimum Eligibility Criteria.....	8

Headline information

GLD has a twofold vision – to be an outstanding legal organisation, committed to the highest standards of service and professionalism and to be a brilliant place to work where all can thrive and fulfil their potential.

Both strands of this are fully embraced by GLD's Employment Group. The work is fascinating, with lawyers handling litigation which is taken to final hearing and appeal in order to test policies and points of law, and advising clients on unique issues arising at the heart of Government. Colleagues are genuinely supportive and keen to work collaboratively and there is real enthusiasm for encouraging staff to learn and develop into professional, rounded lawyers.

Job Title:	Lawyer
Department:	Government Legal Department (GLD)
Division:	Employment Group
Location:	London, Bristol or Leeds
Closing Date and Time:	Monday 6 December 2021, midday
Interview Dates:	Various dates between 24 th January to 4 th February 2022
Working Pattern:	Full time / Part time / Job share
Appointment Term:	Permanent appointment
Number of Posts:	Up to 12
Salary Range G7:	£50,500 (London) £48,985 (National)
Salary Range LO:	£43,916
Disability Confidence Scheme:	Yes
Reserved/Non-Reserved:	Non-reserved

GLD is committed to developing even further the diversity of its staff and making flexible working a success for the benefit of both its people and clients. Applications from those wanting to work as a job share and / or part-time are encouraged. [In relation to job-sharing, please consult the guidance on GOV.UK](#). If you are interested in applying for this trawl as a jobsharer but have not found a Jobshare partner, you can look and register yourself on [Civil](#)

[Service Job Share finder](#) (which now has a filter for “law”). You may also wish to view the [GLD 2020-2021 video with audio description and voiceover.](#)

WORK OF 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.

GLD has more than 14 client-facing advisory teams which 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.

GLD has more than 2,500 employees, over 2,000 of whom are solicitors or barristers. The department is based primarily in London but has teams in Bristol, Manchester and Leeds.

Read more about us on gov.uk at

<https://www.gov.uk/government/organisations/government-legal-department/about>

The Division

GLD’s Employment Group provides employment litigation and advisory services to central government, with a client base of over 55 government departments and other public bodies.

The role offers successful candidates the opportunity to work on high-profile litigation, to advise at the heart of government on effective employment practice and to join a Division which has a supportive and collaborative culture, putting diversity and inclusion at the heart of all it does.

GLD’s Employment Group is one of the largest employment law teams in the UK, comprising over 170 lawyers and administrators, currently divided between 8 teams. The teams’ work falls into the following main areas:

- HR advice and litigation including on individual cases, on collective and strategic HR issues such as departmental restructuring and on major departmental policy issues such as departmental and agency reforms
- Conduct of large scale multi-party litigation including that involving pensions and

equal pay.

- Advice to Cabinet Office and HM Treasury on overarching Civil Service employment issues.
- Transactional employment work (insourcing and outsourcing contracts involving staff transfers)

The majority of our litigation work is in the Employment Tribunal although we also handle appeals to the Employment Appeal Tribunal, the Court of Appeal, the Supreme Court and relevant claims in the High Court.

The Employment Group is often involved in the leading employment law cases of the day. Recent examples in the Supreme Court include 'Gilham v Ministry of Justice' on whistleblowing protections and *O'Brien v Ministry of Justice* on part time workers discrimination and in the Court of Appeal *McCloud v Ministry of Justice* on age discrimination, *McNeil v HMRC* on equal pay and *Heskett v Secretary of State for Justice* on indirect discrimination.

Our people are supported by excellent knowledge management, a rich training programme and a supportive culture of leadership and management at all levels of the organisation.

Vacancy description

We are recruiting up to 12 lawyers to conduct employment litigation on behalf of the Divisions' clients. The successful candidates will be required to manage a varied caseload of claims in the Employment Tribunal and civil courts including on appeal.

There will also be an opportunity to undertake advisory work for clients on the full range of employment issues, including bulk staff transfers and knowledge of TUPE gained through advising clients on managing business transfers or changes in service provision will be welcomed.

Successful candidates will be expected to play an active role in their Team, the Employment Group and wider GLD, including contributing to client training, diversity and inclusion activities, knowledge management and the supervision of less experienced members of staff.

See below for opportunities to attend Zoom meetings to find out more about the Department and the role.

Essential Criteria

For information about Civil Service recruitment processes and the basis on which assessment is made, please visit our [Success Profiles](#). This more fully explains the essential criteria for these posts as set out below

Technical Legal Skills. We are looking for lawyers who have:

- A sound understanding of Employment Law, gained through advising clients and conducting cases in the Employment Tribunal across a broad range of employment law issues;
- Strong drafting, negotiation and case management skills, gained through experience of conducting cases in the Employment Tribunal and/or advising clients;
- Reliable legal judgement and appreciation of legal risk;

Behaviour: Leadership. We believe that leadership in its broadest sense is required at all levels of GLD and so are looking for lawyers who can:

- Promote diversity, inclusion and equality of opportunity, respecting difference and external experience;
- Welcome and respond to views and challenges from others, despite any conflicting pressures to ignore or give in to them;

Behaviour: Communicating and Influencing. We are looking for lawyers who can:

- Explain complex issues in a way that is easy to understand;
- 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;

Behaviour: Working Together. We are looking for lawyers who can:

- Challenge assumptions while being willing to compromise if beneficial to progress;
- Build strong interpersonal relationship and show genuine care for colleagues;
- Create an inclusive working environment where all opinions and challenges are taken into account and bullying harassment and discrimination are unacceptable.

RECRUITMENT PROCESS

Application and Sift

If you would like to apply please click [here](#).

To apply you will need to set out your job history and complete a statement of suitability. The statement of suitability should be a maximum of 900 words and both your job history and your statement of suitability should demonstrate how you meet the following two

Essential Criteria:

- Technical Legal Skills
- Working Together

In your application you will be asked to confirm that you fulfil the minimum eligibility criteria set out below and indicate your preferred work location.

Selection for interview will be based on an assessment of a candidate's job history and statement of suitability against these two Essential Criteria.

Written exercise

Alongside any invitation for interview, candidates will be asked to complete a written exercise under timed conditions in advance of the interview, for which 45 minutes will be allowed. The written exercise will assess Technical Legal Skills and Communicating and Influencing.

Interview

At interview candidates will be assessed on their performance in all the Essential Criteria:

- **Technical Legal Skills**
- **Behaviour: Leadership**
- **Behaviour: Communicating and Influencing**
- **Behaviour: Working Together**

We appoint in strict order of merit. If you meet the Essential Criteria for this position but are not offered a position because the number of successful candidates after interview exceeds the number of available vacancies, we may hold a reserve list.

If you would like to discuss this post further or would like to be put in touch with a lawyer working in the Division please contact:

DEPARTMENTAL CONTACT POINT:

Name: Claire Francis or Anne Richardson

Email: Francis-Richardson.jobshare@governmentlegal.gov.uk

RESOURCING TEAM CONTACT POINT

Name: GLD Recruitment Team

Telephone: 0845 3000 793 or 0117 923 4417

Email: govqualified@tmpw.co.uk

ZOOM MEETINGS TO FIND OUT MORE

For those who would like an opportunity to find out more about the work of GLD, the Employment Group, the roles and/or the selection process, meetings by zoom are being organised on Tuesday 23 November, 6.30pm to 7.30pm (for those interested in working from GLD's London office) or Wednesday 24 November 6.30-7.30pm (for those interested in working from GLD's Leeds and Bristol office).

If you would like to attend any of these meetings please email sheila.sealey@governmentlegal.gov.uk indicating which date you would like to attend and you will receive further details.

LOCATION OF POSTS

The posts will be based at GLD's offices in either London, Bristol or Leeds.



7-8 Wellington Place, Leeds LS1 4AP



102 Petty France, London SW1H 9GL



Rivergate House, 70 Redcliff Street, Bristol BS16A

During the COVID-19 Pandemic, most GLD staff worked at home, supported with the provision of appropriate equipment. Since the easing of Government restrictions, GLD staff are now being encouraged to spend some of their working time in the office where their post is based, taking into account business need, their level of experience and personal circumstances. On this basis, GLD's aim is for staff to work at least 40% of their working time in the office, although there is always space for those who want to work more than this including up to full time in the office.

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, GLD will consider applicants who do not have a 2:1 degree 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

GLD will accept three qualification routes: qualified in England and Wales, qualified Abroad and qualified via CILEX:

Applicants must be qualified to practise as a Solicitor, Barrister or Chartered Legal Executive in England and Wales (or will be so qualified 4 months from their application date).

Applicants must have completed a training contract/pupillage/qualifying employment, or have been exempted from this by the Law Society, the SRA, the Bar Council or CILEX. Applicants qualified in a jurisdiction outside England and Wales will be required to undertake the Qualified Lawyers Transfer Scheme (or SQE, the replacement for QLTS)

within 5 years of appointment, and employment will be conditional upon the successful completion of the QLTS/SQE within this time period. GLD offers some partial funding for the QLTS/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).

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 UKs
- 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](#) and nationality rules [here](#).

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. Applications which require sponsorship will, however, only be considered if no suitable settled worker is identified for the position.

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);
- Obtain a minimum score against the job specific essential criteria specified above in respect of Technical Legal Skills and Working Together

Candidates applying under the terms of the DCS, who meet the minimum criteria outlined above, will be invited to complete the written test and attend an interview.

Pre-employment Checks

All government departments are required to ensure that any personnel employed by them comply with the Baseline Personnel Security Standard (BPSS) before they take up employment.

This standard involves verification of identity; nationality and immigration status (including

an entitlement to undertake the work in question); employment history (past 3 years) and criminal record (unspent convictions).

You will be asked to produce original documents when attending interview to enable us to verify the above if you are successful. The information which you provide will be treated in the strictest confidence by the 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.

Some posts will require a higher level of security clearance in view of the sensitive nature of the work. You will be told if this applies to you. Please be aware that if you have not lived in the UK for the past three years it could take longer to attain higher clearance. Details of HM Government vetting policy can be found here:

<https://www.gov.uk/government/publications/hmg-personnel-security-controls>

Terms of appointment

The vacancies on offer are at Legal Officer (£43,916) and Grade 7 (£48,985 National and £50,500 London).

Existing Legal Officers or Grade 7 civil servants who accept an offer of a post will move on level transfer. This means that you would retain your current basic salary if it is within the GLD pay maxima. If your salary is higher than the GLD pay maxima you may be placed on the GLD pay maxima and receive the difference as a mark time allowance, if agreed by HR. Any other allowances will not be retained on moving to GLD.

Where your existing Legal Officer or Grade 7 civil service salary is below the salary for the post, your salary will be raised to Legal Officer (£43,916) and Grade 7 (£48,985 National and £50,500 London) respectively. Any reserved rights to London Weighting or associated London allowances, will be consolidated into basic salary before the uplift. If this results in your salary exceeding the GLD pay maxima, you may retain the difference on a mark time basis. Any other allowances will not be retained on moving to GLD.

If you are an existing civil servant and accept an offer of a post on promotion, there will be an increase of 10% to your current basic salary, or move to the pay range minima,

whichever is higher. 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, your salary will be raised to that. Any other allowances will not be retained on promotion.

Due to changes in legislation, a move to GLD from another employer or another government department will mean you can no longer access childcare vouchers. You may however be eligible for other government schemes, including Tax-Free Childcare.

Determine your eligibility at <https://www.childcarechoices.gov.uk/>

The full-time working week comprises 37 hours (excluding lunch breaks).

The annual leave entitlement is 25 days rising to 30 days after 5 years' total service.

Some travel may be required in accordance with business need (travel and subsistence costs will be reimbursed in line with departmental policy).

Data protection

The information 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 (2018) and the General Data Protection Regulations (2018).

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 (hrhelp@governmentlegal.gov.uk)

For further information please download and read the 'Information for Candidates' booklet from the [vacancies page](#) on the GLD website.



Complaints Procedure

GLD 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 020 7210 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.



