



# Qualified Lawyers

## Government Legal Department

Reference: 317545

Closing date: Tuesday 23rd January 2024 at 12:00 (Midday)



# 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 all our London, Leeds, Bristol & Manchester offices. 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 £58,000 (London)/ £56,500 (National) and £47,541 for those joining us with less than 3 years' PQE until they achieve 3 years' PQE or are in service for one year, whichever comes sooner. Please note salary is non-negotiable.

GLD has been successful in securing an enhanced pay offer for lawyers. This multi-year deal means that in addition to the salary offered to Grade 7 lawyers in this qualified lawyer campaign there will be a further increase next year. In April 2024, the minimum of the Grade 7 lawyer salary will be £59,200(National) or £61,200(London).

## Job Title

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Qualified Lawyers

Grade 7 Lawyers (3 years PQE in a legal role), Legal Officer (up to 3 years PQE in a legal role)

## Location

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London, Leeds, Bristol & Manchester

## Salary

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External candidates at Grade 7 should expect their salary upon appointment to be £58,000 (London)/ £56,500 (National ) per annum, Legal Officers should expect their salary to be £47,541 per annum.

GLD has been successful in securing an enhanced pay offer for lawyers. This multi-year deal means that in addition to the salary offered to Grade 7 lawyers via our current qualified lawyer campaign there will be a further increase next year. In April 2024, the minimum of the Grade 7 lawyer salary will be £59,200(National) or £61,200(London).

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.

*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/>.*

## **Grade**

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

## **Contract Type**

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Permanent

## **Working Pattern**

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Full time / Part time /Job share

## **Career Offer**

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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 voluntary and 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.

## **The Role**

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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 £58,000 (London)/ £56,500 (National ) per annum and £47,541 per annum for those joining us with less than 3 years' PQE until they achieve 3 years' PQE or are in service for one year, whichever comes sooner. Please note salary is non-negotiable.

## **Areas of Law**

## *Litigation Group*

The actions and decisions of Government are under increasing scrutiny in the Courts: immigration policy, welfare reform, climate change and energy policy, Covid, and military action overseas are just a few of the issues that generate legal challenges that regularly hit the headlines. GLD litigation lawyers conduct a wide range of cases which are often high profile and frequently involve questions of constitutional and societal importance. Our cases regularly go all the way to the Supreme Court and are at the forefront of law as it develops.

Our public law litigation practice covers the full range of judicial review challenges in areas such as planning, the environment, prisons, immigration, and national security as well as the Government's wide ranging reform agenda. We also have a substantial private law practice representing Government Departments including the Ministry of Justice, Department of Work and Pensions, and the Ministry of Defence in personal injury, clinical negligence, misfeasance in public office, false imprisonment, and other claims as well as inquests. Litigation lawyers also provide expert representation in public inquiries, including the Covid Inquiry.

Our litigators gain early responsibility for their own caseload within a supportive team environment. They work in collaboration with counsel from the Attorney General's Panels and play an important co-ordination role when litigation involves several Government Departments. Litigation lawyers also work closely with policy colleagues and advisory legal colleagues in client departments to reduce the exposure to legal risk and to

develop realistic contingency plans when litigation risk materialises.

Our litigation is some of the most interesting and challenging there is and provides an excellent opportunity to work at the heart of government law.

## *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 collaboratively and as part of the same team with policy officials and other professionals in the Departments we advise to find legally sound solutions to deliver Ministers' priorities, even where this change overnight.

Ministers often 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, ensuring access to banking services, and restricting the activities of hostile state actors in the UK, are some recent examples. Advisory lawyers think through all the legal implications of a policy, for instance human rights, international legal obligations, 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.

Unlike other in-house lawyers, our advisory lawyers create and write the law as well as applying existing law. 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. Another strand of work involves international negotiations, where our lawyers may be involved in advising on or directly participating in negotiations, such as trade agreements or multilateral environmental treaties.

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 (CLG) celebrates its 10th anniversary in 2024 and its reputation across government as a unified expert commercial law service continues to go from strength to strength. CLG is looking for able, pro-active lawyers at any stage in their career who seek to be involved at the forefront of public commercial law, and wish to make a

difference to society. CLG offers unrivalled commercial legal work. Our people work on some of the most high profile, complex and far-reaching projects in government for most Departments of State and other public bodies. The group consists of seven transactional teams, a litigation/dispute resolution team, and two property law teams. CLG is a national organisation, operating out of offices in Manchester, Leeds, Bristol and London, as well as being located with some clients in London and near Bristol.

The Group has wellbeing and diversity at its core, offers real career progression within commercial law, and provides a second to none training offer to its staff

### *Employment*

The GLD Employment Group is right at the heart of delivering key legal services to Government. There are approximately 160 people in the division. We have 8 client facing legal teams and a dedicated business and litigation support team. We have offices in Bristol, Leeds, London, and Manchester.

We provide an expert service delivering value for money for the public purse. We act for all Government Departments and their agencies including Cabinet Office, HM Treasury, HMRC, Ministry of Justice, Ministry of Defence, Foreign, Commonwealth and Development Office, Home Office, Department of Education, Department for Transport, Department for Work and Pensions, Department for Business and Trade, DCMS and DLUHC. We advise on all aspects of Civil Service employment from the individual e.g., internal grievances and disciplinary proceedings, discrimination, tribunal claims etc to the cross-cutting policy issues of the day – e.g.

equal pay, terms and conditions of service, worker/employee status, industrial relations. We also act in National Security cases. Much of the work we do is unique to GLD. The interest and range of work undertaken is second to none – we handle litigation up to the Supreme Court and provide employment advice in the context of Ministers' political and operational drivers.

The specialist TUPE Hub advises all government departments on the employment law aspects of commercial insourcing and outsourcing contracts, as well as on reorganisations within the Civil Service and wider public sector. This includes advice on the applicability of TUPE/COSOP, tender and contractual documents, negotiations and consultations, pensions and post-transfer harmonisation and other employment issues.

The specialist Industrial Relations Hub advises across the Civil Service on industrial relations and trade union legal matters affecting Government departments themselves and the public services for which Government is responsible. We work closely with other legal teams across GLD.

We are an incredibly friendly and supportive division offering full training and support, with opportunities for career progression as an employment expert or as part of your cross GLD career portfolio.

### *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.



# Person Specification / Criteria

## Essential Criteria

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### 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 – Minimum Eligibility Criteria

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### *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)).

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 Qualifications*

*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

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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.]

## **Offer**

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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) Candidates 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 for up to 12 months.

## To Apply

Please click here to apply:

<https://www.gov-recruit.co.uk/jobs/GLD-1406008>

# Expected Timeline

We welcome applications on a continuous basis between 2<sup>nd</sup> October 2023 and 23<sup>rd</sup> January 2024.

Applications will be assessed in 3 waves throughout the period. The cut-offs for each wave are:

| Wave | Cut-off (midday)               |
|------|--------------------------------|
| 62   | 23 <sup>rd</sup> October 2023  |
| 63   | 27 <sup>th</sup> November 2023 |
| 64   | 23 <sup>rd</sup> January 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 2<sup>nd</sup> October 2023 to 23<sup>rd</sup> January 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

## FAQs

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](#).

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

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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.

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## **Is this role suitable for part-time working?**

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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?**

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Some travel may be required for this role.

## **Where will the role be based?**

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

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

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No. Unfortunately we will not be able to reimburse you, except in exceptional

circumstances and only when agreed in advance.

## **Reserved for UK Nationals**

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

## **Is security clearance required?**

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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?**

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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 [GOVQualified@tmpw.co.uk](mailto:GOVQualified@tmpw.co.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](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](#).

## **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](mailto: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.

### **Nationality**

The GLD is part of the wider Civil Service and therefore the Civil Service nationality rules apply.

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)
- 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 \(opens in a new window\)](#)

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 point-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 the security clearance level outlined in the candidate pack.

### **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](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.

### **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               | <b>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</b>  |
|-----------------------|--|
| 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 | Modernised Terms and Conditions apply  |
| 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.   |
| 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> |

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/>.





Government  
Legal Department

## Contact us

Name: GLD Recruitment Team Telephone:  
0845 3000 793 or 0117 923 4417

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