

VACANCY NOTICE
GOVERNMENT LEGAL DEPARTMENT
SENIOR PERSONAL INJURY LAWYER
SEPTEMBER 2016

Table of contents

Headline information	2
Vacancy description	2
Work of the department	3
The recruitment process	4
The person specification	4
Minimum eligibility criteria	6
Guaranteed Interview Scheme	7
Pre-employment Checks	7
Complaints Procedure	8

HEADLINE INFORMATION

JOB TITLE: Senior Personal Injury Lawyer
DEPARTMENT: Government Legal Department.
DIVISION: Litigation Group

GLD is currently recruiting experienced litigators (at least 6 years PQE) to conduct complex personal injury litigation, including group actions, and to provide strong leadership to teams of 5 to 6 junior litigators.

LOCATION: London
CLOSING DATE & TIME **12 pm (mid-day)** Wednesday 19 October 2016
INTERVIEW DATES: w/c 21 November 2016 (provisional)
WORKING ARRANGEMENT: Full time / Part time / Job share.

GLD is committed to flexible working, but business needs for some roles may limit the scope for particular working patterns. For those working full-time, you will be expected to work a five-day week of 37 hours (excluding lunch breaks). Applications from those wanting to work as a job share will be considered.

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

APPOINTMENT TERM Permanent.
NUMBER OF POSTS: Up to 4
SALARY RANGE: £61,200 - £75,200 (London).
TRAVEL REQUIRED: Yes, on occasion
CRB REQUIRED: Yes
GUARANTEED INTERVIEW SCHEME: Yes
RESERVED/NON-RESERVED: Non-reserved

VACANCY DESCRIPTION

The closing date for applications is 12pm Midday on Wednesday 19 October 2016

GLD's Litigation Group is looking for a small number of Grade 6 senior lawyers for our specialist civil litigation teams. The posts will involve working for a range of clients on complex personal injury and related damages litigation, including group actions. These cases often involve complex legal issues such as limitation, applicable law, the jurisdiction of ECHR and the Human Rights Act, interaction with international humanitarian law and many others. Cases often progress to the Court of Appeal and Supreme Court, and result in ground breaking legal developments, as well as high level media interest. Litigation lawyers work closely with advisory colleagues and policy clients, reporting to ministers, to secure

the best outcomes for litigation brought against the government. Our teams are organised by client, with the majority of group action claims currently being handled by the teams which deal with litigation against the Ministry of Defence, Foreign and Commonwealth Office and the Ministry of Justice. Current and recent examples include:

- Historic claims arising from the exercise of colonial powers in Kenya and Cyprus
- Claims relating to alleged abuses and unlawful detention in the context of military action in Iraq and Afghanistan
- Claims raising the doctrine of combat immunity.
- Claims in relation to historic physical and sexual abuse by those subject to youth detention.

The nature of this complex and challenging litigation requires specialist knowledge to ensure the efficient management of the claims and the application of effective strategic litigation handling skills. GLD now looks to strengthen its specialist lawyer resource in this growing area of work. There may also be opportunities to work and to lead others working on inquests and in responding to public inquiries.

Lawyers recruited to these posts will set the direction for the handling and management of highly complex personal injury cases. Working closely with the Deputy Director and counsel, you will devise and clearly communicate strong litigation handling strategies. You will oversee day to day case handling and carry out formal supervisory review activities. Along the way, you will manage relationships with key government clients, who will rely on you for effective and strategic legal advice and assessment of legal risk.

Grade 6 is a key leadership role within the Litigation Group. Post-holders will line manage up to 5 junior lawyers and will be expected to provide strong professional leadership while making a valuable contribution to the wider team, Litigation Group and GLD through Knowledge Management, training, projects and other opportunities that demonstrate the GLD Values.

WORK OF THE DEPARTMENT

The Department

The Government Legal Department (GLD) is the largest provider of legal services across government, working with over 180 government departments and agencies. From roads to rivers, and health to human rights, our work touches on most aspects of public life.

The department has more than 12 client-facing advisory teams who provide legal advice on the development, design and implementation of government policies and decisions, draft secondary legislation and work with Parliamentary Counsel on primary legislation. Our cross-cutting expert service groups for Litigation, Employment and Commercial Law provide specialist legal services to a wide range of government departments and public bodies.

We are a non-ministerial government department with more than 1,800 employees, around 1,300 of who are solicitors or barristers. The department is based primarily in London but has teams in Bristol, Manchester and Leeds.

As an organisation our vision is to be trusted by government to provide consistently excellent and value for money services so government departments want to come to us to meet their legal needs, to be known throughout the legal profession for the quality of our legal work, and to be the best employer for our people.

The recruitment process

We are serious about getting people with the right motivation and skills to be successful in our business. Candidates meeting the advertised minimum eligibility criteria may be asked to complete an online Critical Reasoning Test before selection for interview.

We will email those applicants who meet the advertised minimum eligibility criteria a link to the test after the closing date but before the interview. Applicants will have 5 days to complete the test – please ensure you check your email inboxes carefully including junk folders as we cannot guarantee receipt. If concerned please contact the GLS Recruitment Team for advice (see contact details below).

If selected, on the day of the interview you will be asked to undertake a written exercise in addition to the traditional interview. We will allocate successful candidates to the most suitable vacancy available at the time of our offer, taking into account any preference you express in the application form and your performance at interview. We may hold a reserve list if the number of successful candidates after interview exceeds the number of available vacancies.

Please click here to apply: www.gov.uk/gls

THE PERSON SPECIFICATION

We are looking for highly motivated lawyers. You will need strong communication and analytical skills, good self-awareness and a commitment to using feedback to learn and develop as a professional.

Motivational Fit

We need to know how well our requirements and offerings match your aspirations.

Professional Legal Skills:

- At least six years' post qualification experience in a personal injury litigation role;
- Substantial experience of conducting complex claims contributing significantly to legal analysis and strategy;
- Experience of group action litigation is highly desirable, preferably in a management/supervisory capacity;
- Reliable legal judgement and appreciation of legal risk;
- The ability to produce sound analysis and litigation strategies, using secure legal research and tactical experience/know how.

Setting Direction – Making effective decisions

- Make difficult decisions by pragmatically weighing up the complexities involved against the need to act;
- Analyse and evaluate data from various sources to identify pros and cons and identify risks in order to make well considered decisions;
- Identify the main issues in complex problems, clarify understanding or stakeholder expectations, to seek best option.

Engaging People – Collaborating and partnering

- Work as an effective team player, managing team dynamics when working across Departmental and other boundaries;
- Seek constructive outcomes in discussions, challenge assumptions but remain willing to compromise when it is beneficial;
- Demonstrate genuine care for others, is approachable and build strong interpersonal relationships.

Delivering results – Managing a quality service

- Exemplify positive customer service behaviours and promote a culture focused on ensuring customer needs are met, including efficient and cost effective delivery;
- Make clear, pragmatic and manageable plans for service delivery using programme and project management disciplines;
- Create regular opportunities for staff and customers to help improve service quality and demonstrate a visible involvement.

Delivering results – Delivering at pace

- Get the best out of people by giving enthusiastic and encouraging messages about priorities, objectives and expectations;
- Review, challenge and adjust performance levels to ensure quality outcomes are delivered on time, rewarding success;
- Adopt clear processes and standards for managing performance at all levels;
- Maintain effective performance in difficult and challenging circumstances, encouraging others to do the same.

Engaging People – Building Capability for All

- Experience of formal line management, preferably for qualified legal staff;
- Ensure that individual and organisational learning and talent opportunities are fully exploited to enhance organisational capacity;
- Coach and support colleagues to take responsibility for their own development (through giving accountability, varied assignments and on-going feedback);
- Establish and drive discussions to learn from experience and adapt organisational processes and plans;
- Prioritise and role model continuous self learning and development, including leadership, management and people skills.

MINIMUM ELIGIBILITY CRITERIA

Academic

Applicants **should** have a minimum of a 2:1 honours degree in their first degree (in any subject). Where an applicant holds an overseas degree qualification this should be equivalent to a 2.1 degree. However, this Department will consider applicants who do not have a 2.1 degree but only where satisfactory evidence of equivalent high level academic and/or professional achievement can be provided. (e.g. via relevant experience and results achieved for the Graduate Diploma in Law (GDL)/CPE, Legal Practice Course (LPC), Bar Professional Training Course (BPTC)).

Professional Qualifications

Applicants must be at least six years qualified to practise as a Solicitor, Barrister or Chartered Legal Executive in England and Wales. You must have completed a training contract/pupillage/qualifying employment, or have been exempted from this by the Law Society, the Bar Council or CILEx. Applicants qualified in a jurisdiction outside England and Wales will be required to undertake the Qualified Lawyers Transfer Scheme within 12 months of appointment.

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

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

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

Chartered Legal Executives should note that the GLS 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 GLS is part of the wider Civil Service and therefore the [Civil Service nationality rules apply](#). If a post is described as 'reserved', then only UK nationals will be eligible to be able to apply. If a post is advertised as a 'non-reserved' post, as our posts generally are, those listed below will be eligible to apply:

- UK Nationals (and British Protected Persons);
- Commonwealth citizens and nationals of the European Economic Area (EEA);
- Individuals with dual nationality where one part is British; and

- Certain family members of EEA, Swiss and Turkish nationals (as set out in the Civil Service nationality rules).

Please note that it is possible to meet the above nationality requirements and still not be legally entitled to work in the UK. [UK Visas and Immigration](#) operates a points-based immigration policy which applies to the migrants from outside the European Economic Area, Switzerland and Turkey.

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

Applications will be accepted from those applicants who may require sponsorship for a work permit under the UK Border Agency's points-based immigration policy. Applications which require sponsorship will, however, only be considered if no suitable settled worker is identified for the position.

Guaranteed Interview Scheme

Some GLS departments have 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 Guaranteed Interview Scheme (GIS) must:

- Meet all aspects of the stated minimum eligibility criteria (i.e. academic, nationality, and professional criteria);
- Meet the standard set for the Critical Reasoning Test (where used); and
- Obtain a minimum score for (i) the GLS core competencies being assessed at the application stage and (ii) against any job specific criteria specified.

Candidates applying under the terms of the GIS, who meet the minimum criteria outlined above, will be invited to attend an interview.

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 GLS 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. Details of HM Government vetting policy can be found here: <https://www.gov.uk/government/publications/hmg-personnel-security-controls>

Data protection

The information which you provide will be protected and processed for the purpose of successful completion of the Baseline Personnel Security Standard, in accordance with the requirements of the Data Protection Act (1998).

If you have any concerns about any of the questions which you are asked to complete or what we will do with the information you provide, you should discuss these with the GLS Recruitment Team.

DEPARTMENTAL CONTACT POINT

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

Name: GLD Recruitment Team
Telephone: 0845 3000 793 or 0117 923 4417
Email: glsgualified@tmpw.co.uk



Complaints Procedure

GLS Departments' processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition as outlined in the Civil Service Commission's Recruitment Principles which can be found at <http://civilservicecommission.independent.gov.uk>

If you feel your application has not been treated in accordance with these Principles and you wish to make a complaint, please contact Caroline Anerville on 0207 2103436 or at caroline.anerville@governmentlegal.gov.uk in the first instance. If you are not satisfied with the response you receive from the Department, you can contact the Civil Service Commission.