



Government
Legal Department

Director of Department for Business and Trade Legal Advisers (SCS2)

Government Legal Department

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Closing date: 23:55 on **Monday 4th December**



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Why join the Government Legal Department?



Sarah Goom, Director General, Commercial with Trade and International, Government Legal Department

Thank you for your interest in this hugely important role at the heart of Government. As you read this candidate brief, I very much hope you will get a sense of some of the things that excite me about working in the Government Legal Department (GLD).

Fascinating Work

We are the government's principal legal advisers. Our core purpose is to help the government to govern well, within the rule of law. We do this by providing legal advice on a huge range of issues, spanning every area of legal specialism. People in GLD enjoy a terrific variety of work and the intellectual stimulation of working at the cutting edge by not only interpreting the law, but also making it.

Meaningful Impact

Everything GLD does has impact on a national scale – and not infrequently on an international scale. People working in GLD have the genuine satisfaction of knowing we are making a positive difference to the lives of the citizens of the UK and beyond. Engaging with colleagues across a wide range of government departments, agencies and public

bodies, we have clear visibility of how our work fits in to the broader programme of government. This post leads on the provision of international trade law advice to the Department for Business and Trade (DBT), supporting DBT's role at the heart of the UK's economic recovery and how the UK relates to and does business with the rest of the world.

A Brilliant Place to Work

We employ nearly 3,000 people, including over 2,000 legal professionals and have offices across the UK. People working in GLD enjoy belonging to a thriving professional community with a strong sense of team. GLD is committed to being a place where everyone can thrive and fulfil their potential and to supporting and empowering our people to prioritise their health and wellbeing. We welcome applications from people representing as broad a range of views and backgrounds as we have in UK society. Diverse perspectives and experiences are critical to an effective, modern Civil Service that delivers policies and services for all of our citizens.

An Exceptional Career Development Opportunity

I hope you will be excited by the opportunity which this post presents. It is an opportunity for the right person to take up a role at the heart of government, interacting with ministers, permanent secretaries and other senior civil servants.

This is a critical role with stretching responsibilities which demand an exceptional person with a rare combination of strengths and knowledge. If you think you might fit the bill, we would very much like to hear from you.

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.

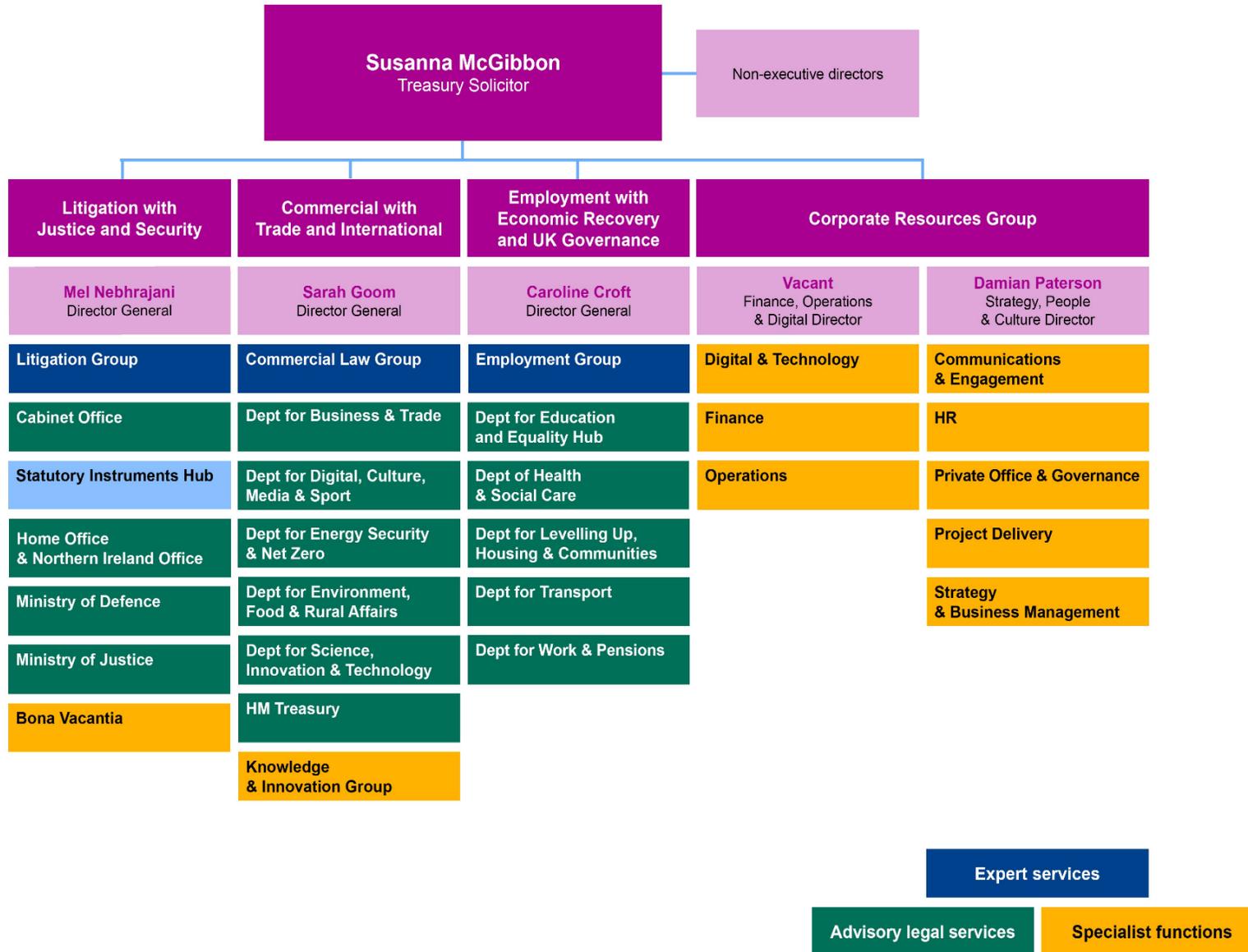
GLD is a non-ministerial government department, sponsored by the Attorney General. We are headed by the Treasury Solicitor, our Permanent Secretary and employ nearly 3000 people, including over 2000 legal professionals. Our offices include London, Leeds, Bristol, Croydon and Manchester as well as overseas. 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.



October 2023

About the Department for Business & Trade Legal Division

Department for Business and Trade (DBT) Legal Advisers are part of the Government Legal Department, working closely with DBT colleagues to deliver the government's policy and objectives for economic growth. The Division comprises 14 legal teams supported by a business management team. The Division is jointly led by two legal directors. One director leads the teams advising on a broad range of business policy issues, while this director role leads the international trade law teams. The work of the division covers:

- advising on the development and implementation of the UK's international trade and investment strategy and policy;
- supporting trade negotiations, including free trade agreements, bilateral investment treaties, MoUs and initiatives in the World Trade Organization;
- advising on international trade disputes;
- all aspects of international trade and investment law, from trade in goods and services to government procurement, intellectual property, trade remedies, investment and sustainable development;
- advice on matters of strategic and operational policy relating to the export of goods from the UK and in relation to the implementation of the UK's sanctions regime, including measures responding to the crisis in Ukraine;
- provide legal advice in relation to the UK's export and investment promotion;
- modernising corporate and insolvency law;
- employment and industrial relations law;
- modernising the law on competition and subsidy control;
- product safety and consumer law and smarter regulation.

Case Study

The Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP) is a free trade agreement between 11 countries – Australia, Brunei Darussalam, Canada, Chile, Japan, Malaysia, Mexico, New Zealand, Peru, Singapore and Vietnam. The UK concluded negotiations to join the CPTPP on 31 March 2023 and signed the Protocol of Accession on 16 July, becoming the first non-Pacific member. DBT lawyers were heavily involved both in the rounds of negotiation (advising in the negotiating room, drafting text for the UK's accession protocol) and advising behind the scenes. And of course, there is more to do, with DBT lawyers advising on domestic legislation to meet our commitments and on the procedures under the Constitutional Reform and Governance Act 2010. DBT lawyers will support and advise in relation to the UK's ongoing commitments under the Agreement.

About the Role

Job Title

Director of Department for Business and Trade Legal Advisers

Location

London. Some travel may be required to other GLD locations in Bristol, Leeds, and Manchester to provide visible leadership to all team members and to participate fully in the senior leadership of GLD and DBT, as well as occasional international travel.

Salary

c. £100,000 - £105,000

External candidates should expect their salary upon appointment to be circa £100,000 - £105,000. Standard pay rules apply for existing civil servants.

The benefits package will include significant pension contributions. You will have the option of joining the Civil Service Alpha Pension Scheme, a defined benefit (DB) pension scheme. The current employer contribution rate for this salary level is in excess of 30% of salary as explained at

<https://www.civilservicepensionscheme.org.uk/members/contribution-rates>

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.

Contract Type

Contract subject to negotiation; the role can be arranged on the basis of permanent appointment, loan (applicable only to existing civil servants), or fixed-term appointment for a minimum of two years where it is in the mutual interest of the candidate, GLD and DBT

The Role

The new Legal Director will work closely with the existing legal director and will have responsibility for the legal work of the international trade side of the division, presently comprising 8 deputy director led teams of lawyers. The director is jointly responsible with the business legal director for the leadership of the DBT division of 195 lawyers and support staff. The director contributes to the corporate leadership of GLD and DBT. Working closely with the Permanent Secretaries and their senior team, they have a key role in the governance and approval arrangements of DBT.

Key Responsibilities

- Overseeing the provision of high quality, risk-focused and integrated legal advice to DBT ministers and senior officials in a fast-paced, high-profile environment, advising personally as required.
- Being jointly accountable to both DBT and GLD for delivering a highly effective and efficient legal service, with delegated responsibility for a legal budget of £25m.
- Building strong relationships with external legal suppliers to provide expert advice and legal services, ensuring value for money. Acting as SRO for the Trade Law Panel of external legal providers.
- Establishing strong relationships with other external stakeholders, acting as the public face of international trade law within government.
- Providing visible and effective leadership of the Division, engaging staff and leading change to develop a confident team which is inclusive and takes account of people's diverse needs and talents.
- Leading the further development of international trade and investment law knowledge within Government; developing the skills and capability of the people under your direction, using performance and talent management effectively to ensure everyone fulfils their potential.
- Ensuring a strong focus on improving value for money, ensuring lessons are learnt, continuous improvement, and seeking out innovative approaches.
- Playing a visible role in the collective leadership of GLD, both as a senior member of the Directorate leadership team and part of the Strategic Leadership Group (the Board and Directors) for GLD.
- Acting as a role model for the Civil Service values.

Person Specification

The successful candidates will be qualified to practice* as a solicitor or barrister in England and Wales (*which includes overseas lawyers with necessary exemptions). It is important through your CV and Statement of Suitability that you provide evidence and examples which demonstrate capability and potential against these selection criteria:

- Recent experience of advising on significant international trade matters, e.g. WTO, Free Trade Agreements, trade remedies, international investment, trade disputes and international arbitration.
- The ability to provide and oversee the provision of authoritative, risk based public law and international trade law advice, demonstrating excellent judgement and facilitating practical solutions.
- Exceptional communication skills and the ability to command credibility with senior politicians and officials, and build deep collaborative partnerships with government departments, public bodies and other organisations.
- The ability to manage workloads and resources across a legal function, utilising external resource appropriately, with a commitment to improving service delivery and value for money.
- The leadership skills to inspire and empower professional staff in a team with scale and complexity, supporting talent development, building a strong culture of continuous learning, flexibility and knowledge sharing.
- A commitment to diversity, to creating a truly inclusive working environment and to the core Civil Service values of integrity, honesty, objectivity and impartiality.

- A Solicitor, Barrister or Chartered Legal Executive* qualified in England and Wales.
- DV clearance is required for this role. The successful candidate may start in the role once they have achieved SC clearance pending DV clearance. If the successful candidate does not achieve the required level of enhanced clearance (DV level) their employment could be terminated. **Please note that DV clearance requires proof of UK residency for five out of the last 10 years within DBT.** Please see FAQs on page 15 and 16 for further information
- STRAP access will be required for this role.



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, 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 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. You will have the option of joining the Civil Service Alpha Pension Scheme, a defined benefit (DB) pension scheme. The current employer contribution rate for this salary level is in excess of 30% of salary as explained at

<https://www.civilservicepensionscheme.org.uk/members/contribution-rates>

Generous Annual Leave and Bank Holiday Allowance

25 days annual leave on entry, increasing on a sliding scale 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 Sovereign's Birthday.

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.

Onsite facilities 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.

The Recruitment Process

Application

Executive search firm GatenbySanderson has been appointed to support this appointment and the following information should be provided through the online application process, using the following link www.gatenbysanderson.com/job/GSe103446 by no later than 23:55 on Monday 4th December.

If you require support to apply, please contact mary.dempsey@gatenbysanderson.com.

You will need to provide:

1. A **CV** setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last two years.
2. A **Statement of Suitability** (no longer than two A4 pages, minimum Arial 12 font) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the selection criteria in the person specification.
3. **Diversity Monitoring information.** You will also be asked to complete a diversity monitoring form. If you do not wish to provide a declaration on any of the particular characteristics, you will have the option to select 'prefer not to say'. The information you provide when submitting your application will help us monitor our progress towards the Civil Service becoming an inclusive employer and a great place to work. See the [Civil Service Diversity and Inclusion Strategy](#) for more information.

Failure to submit both documents will mean the panel only have limited information on which to assess your application against the criteria in the person specification.

If you would like to discuss the role confidentially before applying, or require more insight on the Civil Service recruitment process, please contact our recruitment advisors at GatenbySanderson:

- Duncan Ewart, duncan.ewart@gatenbysanderson.com
- Julie Myers, julie.myers@gatenbysanderson.com

Selection Process

Civil Service recruitment processes at Director level are regulated by the [Civil Service Commission](#), and we follow clear guidelines to ensure that our recruitment is fair and open. We also design our recruitment processes to reflect our values-based approach to HR (using staff engagement panels, for example) and to ensure that shortlisted candidates have the opportunity to meet key stakeholders for the role, before they join us.

We expect the process for this role to be as follows:

- **The closing date for applications will be Monday 4th December at 23:55.** You will receive an acknowledgment of your application through the online process.
- The panel will meet to conduct a shortlisting of applications in week commencing 11 December 2023.

- Shortlisted candidates will then:
 - Participate in a staff engagement panel with a selection of people from across the GLD, expected to take place in person in London. The staff engagement exercise is designed to support the panel's decision making and highlight areas for the panel to explore further at interview.
 - Undergo an Individual Leadership Assessment (ILA) with our partners at GatenbySanderson
 - You may also have the opportunity to speak to the Director General prior to the final interview to learn more about the role and the organisation. Please note this is not part of the formal assessment process.
- Inputs from all of those steps will then form the basis of a final panel interview, chaired by Martin Spencer from the Civil Service Commission, in **January 2024**, expected to take place in person in London. Other panel members at the interview will include Sarah Goom, Director General, Commercial with Trade and International, GLD and others who will be confirmed prior to interview.
- In advance of your panel interview, you may be given a topic on which you will be asked to present at the beginning of the interview. Please note that references and open-source due diligence checks (including into social media accounts) will be undertaken for all short-listed candidates.

Full details will be provided to shortlisted candidates and recognising that there are a number of steps in the process, we will do our best to arrange the sessions in a way that works for you. We hope that this process will be conducted in face-to-face sessions, but if you need any adjustments do let us know.

Please let us know in your supporting statement if you are unable to come for an interview on the dates we've included here.

In the Civil Service we are challenging ourselves to become a more diverse and inclusive organisation. We recognise that recruitment and inclusion of individuals with diverse skills, perspectives and backgrounds will bring real strength to the organisation, the wider Civil Service and to society. To help support this aspiration we will try to ensure that you will be interviewed by a panel that represents the diversity of our organisation.

Outcome

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



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](#).

Civil Service Code

The [Civil Service Code](#) sets out the standards of behaviour expected of you and other civil servants. 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 (set out in legislation) of:

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

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.

Is this role suitable for part-time working?

GLD is committed to flexible working. This role is available for full-time or flexible working arrangements. Part-time working would need to be at 0.8 FTE. If you wish to discuss your needs in more detail please get in touch with the named point of contact in this pack.

Will the role involve travel?

Some travel, including international travel, may be required for this role.

Where will the role be based?

If successful, you will be based in London. Unfortunately, relocation costs will not be reimbursed. An amount of travel between GLD's other offices (Bristol, Leeds and Manchester) would be required in order to provide visible leadership to team members based in the four locations and to participate fully in the senior leadership of the department.

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.

What nationality do I need to hold in order to apply?

This is a 'Reserved Post'. To be eligible for employment to this role you must be a British national or hold dual nationality of which at least one nationality must be British.

For further information on whether you are eligible to apply, please visit [Gov.UK](https://www.gov.uk).

Is security clearance required?

Developed Vetting (DV) clearance is required for this role. The successful candidate may start in the role once they have achieved SC clearance pending DV clearance. If the successful candidate does not achieve the required level of enhanced clearance (DV level) their employment could be terminated.

In most cases Develop Vetting (DV) clearances require 10 years of continuous residency in the UK. However, DBT have a separate agreed residency requirement, with UKSV, of 5 years UK residency in the last 10 years. Should the applicant not have the required 10 years but have at least 5 years then they can apply for DV within DBT only. For any period of time they are not resident in the UK, UKSV will require details of non UK residency, such as dates, reasons (country of birth, work, study, travel etc) and police checks, where available.

Please note that STRAP access will be required for this role.

More information about the vetting process can be found here:

- <https://www.gov.uk/government/collections/national-security-vetting>
- <https://www.gov.uk/government/publications/demystifying-vetting>

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 mary.dempsey@gatenbyanderson.com in the first instance.

Do you offer a Guaranteed Interview Scheme for Disabled Persons?

Disabled applicants who meet the minimum selection criteria in the person specification are guaranteed an initial interview. Selection will be on merit. If you wish to claim a guaranteed interview, then please state this at the start of your Statement of Suitability. It is not necessary to state the nature of your disability.

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.

Will this role be overseen by the Civil Service Commission?

Yes. As this role is one of the more senior posts within the Civil Service, a Commissioner will oversee the recruitment process and chair the selection panel.

More detailed information can be found on the Civil Service Commission [website](#).

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, Head of Workforce Strategy, Government Legal Department, caroline.anerville@governmentlegal.co.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 Complaints: <https://civilservicecommission.independent.gov.uk/code/civilservicecodecomplaints/>

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 mary.dempsey@gatenbyanderson.com before submitting your application.



Government
Legal Department

Contact us

Should candidates like to discuss the role in more detail before submitting an application, please contact:

- Duncan Ewart, duncan.ewart@gatenbysanderson.com
- Julie Myers, julie.myers@gatenbysanderson.com