**INSOLVENCY SERVICE CIVIL LAWYERS**

**VACANCY NOTICE**

**JOB TITLE:** Civil Lawyers (Litigation) **3 x Grade 7 & 2 x Grade 6**

**DEPARTMENT:** Insolvency Service (an Executive Agency of the Department for Business, Energy and Industrial Strategy)

**DIVISION:** Legal Services Directorate

**LOCATION:** These roles can be based in London or Manchester, although regular attendance in London will be required if based in Manchester (at least 2 days per week in London during the first few months following appointment.)

**CLOSING DATE & TIME: Thursday 6th February 2020 – Midday**

**INTERVIEW DATES: Wednesday 4th & Thursday 5th March 2020**

**WORKING ARRANGEMENT:** Full time / Part time

**APPOINTMENT TERM:** Permanent

**NUMBER OF POSTS:** 3 x Grade 7 & 2 x Grade 6

**SALARY RANGE:**

Grade 7 lawyer: NATIONAL - £50,007 or LONDON £51,834

Grade 6 lawyer: NATIONAL - £65,346 or LONDON £69,594

**TRAVEL REQUIRED:** Sometimes (Travel and subsistence costs will be reimbursed in line with Departmental policy)

**CRB REQUIRED:** Yes

**GUARANTEED INTERVIEW SCHEME:** Yes

**RESERVED/NON-RESERVED** Non-reserved

**VACANCY DESCRIPTION**

We are recruiting our third team of civil litigators as we near completion of our programme to bring in house the conduct of disqualification proceedings under the Company Directors Disqualification Act 1986, bankruptcy and debt relief restrictions under the Insolvency Act 1986 and cases involving the winding up of companies in the Public Interest. This is an exciting opportunity in which we can offer two varied roles, either as a team leader or as a specialist civil casework lawyer. We can offer the full range of flexible working patterns, including being based in London or Manchester. We have a very supportive team environment.

For the **Grade 7 Civil Lawyer role**, the key responsibilities and activities will be:

* To work within an expanding team, managing a full and varied caseload from issue of disqualification and winding up proceedings through to trial, maintaining high professional standards; providing clear, accurate and timely advice where required; actively progressing cases whilst acting fairly, efficiently and effectively; instructing Counsel or agent solicitors as appropriate.
* To develop effective working relationships with all those involved in our enforcement work, particularly with our investigators and examiners, travelling to regional offices as required.
* To undertake advocacy as appropriate.
* To provide a range of operational advice on statutory investigations and those under the Company Directors Disqualification Act 1986.
* To contribute to the operation of the legal team and the Insolvency Service more widely, acting as an ambassador, role model and senior leader.
* To make a positive contribution to the wider government legal profession, for example in cross-Whitehall initiatives.
* Experience of insolvency, disqualification and winding up proceedings is desirable.

Post holders will demonstrate strong personal skills, excellent legal and strategic analytical ability, good judgement and pro-activity.

For the **Grade 6 Civil Team Leader role**, the key responsibilities and activities will be:

* To head a team of civil lawyers, overseeing and managing a full and varied caseload from issue of disqualification and winding up proceedings through to trial, maintaining high professional standards; providing clear, accurate and timely advice where required; actively progressing cases whilst acting fairly, efficiently and effectively; instructing Counsel or agent solicitors as appropriate.
* To have close personal involvement in a range of complex and challenging cases.
* To develop effective working relationships with all those involved in our enforcement work, particularly with our investigators and examiners, travelling to regional offices as required.
* To undertake advocacy as appropriate.
* To provide a range of operational advice on statutory investigations and those under the Company Directors Disqualification Act 1986.
* To contribute to the operation of the legal team and the Insolvency Service more widely, acting as an ambassador, role model and senior leader.
* To make a positive contribution to the Government Legal Profession.
* Experience of insolvency, disqualification and winding up proceedings is desirable.

For the **Grade 6 Specialist Civil Casework lawyer role**, the key responsibilities and activities will be:

* To manage a full caseload from investigation through to enforcement proceedings for complex and substantial civil cases; giving clear, accurate and timely advice where required on the conduct of investigations; and dealing fairly, efficiently and effectively when conducting civil litigation, instructing Counsel or agent solicitors where appropriate.
* To develop effective working relationships with all those involved in our enforcement work, particularly with our investigators and examiners in our Official Receiver Services to develop and pursue focused case strategies.
* To undertake advocacy as appropriate.
* To provide a range of operational advice on statutory investigations and those under the Company Directors Disqualification Act 1986 and provide advice on the drafting of new insolvency legislation and enforcement strategies.
* To contribute to the operation of the legal team and the Insolvency Service more widely through acting as a role model for others and maintaining high professional standards; providing support and assistance to colleagues as required.
* To make a positive contribution to the Government Legal Profession.
* Experience of leading high profile projects or managing teams is also desirable, as the post-holder may at times be expected to move between casework/advisory and managerial Grade 6 Senior Lawyer roles within the Legal Services Directorate as necessitated by business need and the agency’s rotation policy.

Both post holders will demonstrate strong leadership skills, excellent legal and strategic analytical ability, good judgement and pro-activity.

**WORK OF THE INSOLVENCY SERVICE**

The Insolvency Service is an Executive Agency of The Department for Business Energy and Industrial Strategy (BEIS). We have around 1,700 staff operating from 22 locations across Great Britain, with a headquarters in Stratford, London. The service provides a range of important public services and enforcement activities associated with and arising from personal and corporate insolvency and corporate misconduct. We play an important part in promoting long term economic growth by dealing with financial failure and giving confidence to lend. Our goal is a fair and open insolvency system that works well and a marketplace that is fair for businesses and individuals.

Our responsibilities are to: -

* Act as trustee/liquidator where no private sector insolvency practitioner is in place Administer bankruptcies and debt relief orders, including dealing with bankruptcy and debt relief restrictions orders and undertakings.
* Conduct appropriate enquiries into the conduct of bankrupts and company directors seeking civil and/or criminal enforcement in appropriate cases.
* Act as an impartial source of information for the public on insolvency and redundancy matters.

We work across boundaries within government and collaborate with our partners in the insolvency sector. We maintain the standards that help to make Britain one of the best places in the world to do business. We are proud to provide an insolvency regime which is highly regarded globally. We authorise and regulate the insolvency profession. Where legislation needs improving, we advise on the changes required.

Together as the Insolvency Service, we provide leadership across the insolvency sector and deliver integrated, valuable services where they are needed.

**THE LEGAL TEAM**

The Legal Services Directorate conducts criminal enforcement work and civil disqualification and winding up proceedings. The civil litigation work comprises proceedings to disqualify company directors for misconduct and the winding up of companies acting contrary to the public interest. This work can be very high profile and may have wide policy or operational ramifications. We also provide operational advice on the conduct of statutory enquires and insolvent investigations.

On the criminal side, we prosecute a wide range of offences which underpin the insolvency regime in England and Wales, together with a number of niche areas arising from the Department for BEIS’ regulatory functions, such as matters referred by the Employment Agency Standards Inspectorate and Companies House. We provide operational and occasional policy advice, for example on drafting new criminal offences and enforcement strategies. The diet of casework is wide from the most simple to complex and challenging fraud cases and we vigorously pursue confiscation in appropriate cases.

Our legal team is growing and currently comprises around 25 lawyers in two teams (based in London and regionally) as well as a team of paralegals. We expect the teams to expand over the next year as our caseload increases and we explore what other legal services we can provide to the Insolvency Service.

We have a strong training and development ethos across all our enforcement work.

**SELECTION PROCESS and PERSON SPECIFICATION**

We are looking for intellectually capable, highly motivated lawyers with powerful communication skills. You need to have good self-awareness and a commitment to using feedback to learn and develop as a professional. The application and interview process will use [Success Profiles](https://www.gov.uk/government/publications/success-profiles) and we will assess your Behaviours, Strengths, Experience and Technical skills.

At application stage, you will be assessed on the following essential criteria or strength-based questions:

**Legal Professional Skills (500 words max)**

• A sound knowledge of civil procedure including the rules on disclosure, procedure and evidence. Knowledge of insolvency law is desirable.

* Sound understanding of public law and experience of or aptitude for litigation.
* Reliable legal judgment and appreciation of legal risk.
* Sound legal analysis and research

In addition, it would be **desirable** for applicants to have:

* Experience of disqualification and winding up proceedings

**Leadership (no more than 250 words)**

Leadership within Legal Services Directorate of the lawyers and paralegal teams is a critical part of both roles and we would like to see how well your experience will match the demands of the posts. Therefore please tell us about leadership challenges you have faced in the past and how you met them.

**Motivational Fit (250 words max)**

We would like to see how well our offer matches your aspiration so we would like to hear:

* What you believe is the core role of a government lawyer.
* Why you want to join the Government as a lawyer and how you believe you would make an effective contribution to the Insolvency Service legal team.

Those candidates demonstrating the best fit with the assessment criteria will be invited to interview. There will be a written exercise which will test your ability to make effective decisions, demonstrate analytical skills and judgement and your ability to identify the main issues in complex problems, clarify understanding or stakeholder expectations and to seek the best option. The panel will also explore further your leadership and experience and Motivational fit.

In an interview, the panel will assess the following behaviours:

**Working Together**

• Work as an effective team player, managing dynamics inclusively when working across team, 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 builds strong interpersonal relationships to deliver business outcomes.

* Establish good relations with colleagues and other participants in the criminal/civil justice system.

**Managing a Quality Service**

* Strong interpersonal skills, and ability to work flexibly, effectively and across teams.
* Deliver a high quality, efficient and effective service, proactively managing risks and mitigating impacts.

**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 issues in a way that is appropriate for the audience.
	+ Maintain effective performance in difficult and challenging circumstances, encouraging others to do the same.

**CRITICAL REASONING TEST**

Please note that as part of this process you may be required to complete an Online Critical Reasoning Test. If this is the case, you should receive an invitation to take the test on 07/02/20 with a deadline for completion by 13/02/20.

**DEPARTMENTAL CONTACT POINT**

For further information about the Grade 6 posts please contact:

Name: Arwel Jones

Telephone: 020 7637 6327

E-mail: Arwel.Jones@insolvency.gov.uk

For further information about the Grade 7 posts please contact:

Name: Joanne Culley

Telephone: 016 1234 8584

E-mail: Joanne.Culley@insolvency.gov.uk

**MINIMUM ELIGIBILITY CRITERIA**

**Professional Qualifications**

Applicants must be (or about to become) 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 subject to the rules of the professional bodies (where applicable). Barristers and Solicitors qualified in a jurisdiction outside of England and Wales will be required to complete the Bar Transfer Test or Qualified Lawyer Transfer Scheme within an agreed period of time (this is likely to be 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.

**Academic**

Applicants should have a minimum of a 2:1 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, the Insolvency Service will consider applicants who do not have a 2.1 degree (or above) (e.g. where a lower degree classification is held, or, where applicants have (under the rules of the professional bodies) qualified as a Solicitor/Barrister/ Chartered Legal Executives without a 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)).

Chartered Legal Executives should note that the department 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**

As the Insolvency Service is part of the wider Civil Service, 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).

Full details of the Civil Service nationality requirements may be found at Civil Service website.

Please note that it is possible to meet the above nationality requirements and still not be legally entitled to work in the UK. The 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 Visas and Immigration 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**

The Insolvency Service 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 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 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 department 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 (i.e. DBS 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.

**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 (2018) and the General Data Protection Regulation.

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 Recruitment Team.

**COMPLAINTS PROCEDURE**

The Insolvency Service 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, the Insolvency Service complaints procedure can be found at:

<https://www.gov.uk/government/organisations/insolvency-service/about/complaints-procedure>

If you are not satisfied with the response you receive from the department, you can contact the Civil Service Commission.