



Government
Legal Department

Non Executive Director Government Legal Department

Reference: 149531

Closing date: midnight, **08** October, 2021



Why join Government Legal Department?

Susanna McGibbon, Treasury Solicitor and Permanent Secretary

“ We are launching our Business Transformation Plan aimed at modernising and professionalising our ways of working ”



Thank you for your interest in this hugely important role at the heart of Government.

The Government Legal Department (GLD), a Non-Ministerial Department, sponsored by the Attorney General's Office/the Law Officers for England and Wales is seeking to appoint one Non-Executive Director (NED) to its Board.

This is an exciting time to join GLD. We are refreshing our Board and launching our Business Transformation Plan aimed at modernising and professionalising our ways of working.

We are also planning to increase our presence in locations outside London, including Bristol, Manchester and Leeds.

Moreover, following a recent review of aspects of GLD's business, including our governance relationship with the Attorney General's Office, the appointed candidate

will support the implementation of the outcome of the recommendations.

We welcome applications from individuals 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.

I hope you will be excited by the opportunity which this post presents and if you think you fit the bill, we would like to hear from you.

Best wishes,

Susanna

About the Government Legal Department

From roads to rivers,
and health to human
rights, our work touches
on most aspects of
public life.

The Government Legal Department (GLD) is the largest provider of legal services across government, working with all the main Whitehall Departments. We help the Government to govern well, within the rule of law and provide legal advice on matters that are frequently scrutinised in Parliament and the media, including:

- expert advisory, litigation, commercial and employment law services;
- drafting statutory instruments and other subordinate legislation;
- advice on the development of new legislation, preparing instructions for bills to be drafted by Parliamentary counsel and assisting in the handling of bills in Parliament; and

- advice on legal policy and practice.

The Department has more than 14 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 2,500 employees, around 1,800 of whom are solicitors or barristers. The Department is based primarily in London but has teams in Bristol, Manchester, and Leeds.

Our vision is to be an outstanding legal organisation, committed to the highest standards of service and professionalism. We want to make sure the GLD is a brilliant place to work, where we can all thrive and fulfil our potential.

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.



About the role

Job Title

Non-Executive Director (NED)

Location

London

Salary

£16,368 per annum

Time Commitment

circa 25 days per year

Contract Type

The term of appointment will be for an initial period of three years, which may be extended in further defined periods by agreement. The maximum total term of appointment is six years.

Start date

The successful candidates will be expected to take up their position between 31 October and 31 December 2021.

The Role

We require a NED who is CCAB Qualified accountant and/or extensive experience of working in a relevant senior finance role to Chair our Audit and Risk Committee.

Non-Executive Directors complement the balance of experience, knowledge and skills of the Executive Members of the Board by bringing an external perspective.

The value of the NED lies in their constructive challenge and the fresh, objective viewpoint that they provide.

The NED will:

- Support the Board in defining, communicating and delivering a clear strategic direction for the Department including its vision, values, culture and setting high standard for ethics and the responsible conduct of public business;
- Ensure the Department is able to provide a resilient, responsive high quality legal service to meet the significant

political, policy and operational delivery challenges faced by government against a background of a changing legal market and fiscal constraints.

- Actively challenge the Executive Member of the Board on key issues including the Business Plan, Strategic Risks, Structure and performance of the organisation;
- Provide counsel, advice and support to the Executive Members of the Board, acting as a sounding board and critical friend where necessary;
- Engage in annual budget panel review meetings; keep under review the current funding model and drive best value for money;
- Monitor and challenge the department's performance in relation to its objectives, commitments and its strategy;
- Examine client satisfaction and performance reviews including meeting key departmental stakeholders;
- Support the Law Officers role as Ministers accountable to Parliament for the work of the GLD;

- Be an ex-officio member of Board Sub-Committees.

The Role Specification

In addition to the general responsibilities set out above this NED will have:

- Track record of significant achievement at a senior level in the commercial, private, public or not-for-profit sectors;
- Personal credibility and the ability to use their experience, knowledge and skills to benefit the work of the Department;
- Experience, knowledge and skills of managing a business
- Strong analytical skills, judgement and decision making;
- Knowledge of corporate governance;
- Knowledge of professional service delivery;
- Personal credibility and the ability to use their experience, knowledge and skills to benefit the work of the department;
- Excellent communication, negotiation and influencing skills.
- Ensure that the Board maintain appropriate governance and internal controls, and that sound risk and

performance management regimes are in place;

- Ensure that the Board regularly reviews the adequacy of the risk management framework by maintaining an active and effective approach to the identification and mitigation of Departmental risks;
- Provide an objective assessment of year-end financial statements and related reports and provide advice to the Accounting Officer on the approval of the statements;
- Facilitate discussion and challenge on internal and external audit related matters;
- Provide assurance on the adequacy and reporting of fraud, security Inc. Cyber Security and whistleblowing arrangements.

Additional Skills/experience required

CCAB Qualified accountant and/or extensive experience of working in a relevant senior finance role.

Seven Principles of Public Life

The NED, will be expected to uphold the seven principles of public life:

selflessness, integrity, objectivity, accountability, openness, honesty and leadership (see

<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2> for further details

Time Commitment

The length of the appointment will be for an initial period of three years, which can be renewed for up to a further three years.

The expected time commitment is approximately 25 days per annum. This will include attendance at Board meetings, Committee meetings and away days, reading papers in preparation for meetings.

Members will also be expected to devote any additional time that may be necessary to the affairs of the Board, including undertaking a programme of activity to keep them in touch with the organisation's objectives and priorities. We are expecting to move towards a hybrid way of working, which will be a mix of virtual and face to face meetings, mainly but not exclusively in London.

Remuneration

The appointment attracts a fee of £16,368 per annum.

In addition, travel and subsistence expenses will be reimbursed.

Additional information

A copy of the GLD Board's Terms of Reference will be provided on application.

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.

Equalities Statement

The Recruitment Process

Application

The role of the Non-Executive Directors on GLD's Board is to bring, where applicable, specialist knowledge to the Board's decision making process. Candidates will be expected to provide evidence of how they meet the essential/desirable role specification.

To apply for this position, please provide the following:

Submission of:

- a covering letter (no longer than two pages) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the criteria in the role specification
- 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;
- Diversity Monitoring Form

Candidates can submit documentation by email to:

talent@wig.co.uk

The closing date for applications midnight, 08 October 2021.

Please note that completion of the covering letter and Diversity Monitoring Form is compulsory. Failure to submit documents will mean the panel only have limited information on which to assess your application against the criteria in the person specification.

Please ensure that all documents contain your full name.

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.

Selection Process

After the closing date, the appointing panel shall assess candidates' suitability for the role based on evidence provided in their covering letter and CV against the person specification.

If you are successful at shortlist stage a meeting will be arranged with the Attorney General.

Interview date will also be confirmed and the interview panel members will be:

- Susanna McGibbon, GLD Permanent Secretary;
 - Stephen Braviner-Roman, Director General, GLD
 - Catherine Berney, Non-Executive Director, GLD; and
 - Independent panel member from another Government Department.
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Shortlist

You will receive an acknowledgment of your application from WIG.

Your application will then be assessed to select those demonstrating the best fit with the role by considering the evidence you have provided against the criteria set out in the 'Role Specification' section. Failure to address any or all of these may affect your application.

The timeline later in this pack indicates the date by which decisions are expected to be made, and all shortlisted candidates will be advised of the outcome as soon as possible thereafter.

Assessment

If you are shortlisted, you will be asked to meet with the Attorney General for a discussion of your application and experience prior to interview. This discussion will not be scored but is designed to support the panel's decision making and highlight areas for the panel to explore further at interview.

You will be asked to attend a panel interview in order to have a more in-depth discussion of your previous experience and professional competence in relation to the criteria set out in the Role Specification.

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. Following a recommendation from the panel, the Attorney General appoints the successful candidate

Offer

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

Expected Timeline

We will try and offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the below timetable, exercising flexibility through the recruitment and selection process, in order to meet the dates given. Please note that these dates may be subject to change.

The anticipated timetable is as follows:

Advert Closing Date	08.10.2021
Shortlist Meeting	Wc 18.10.2021
Fireside Chat with AGO	Wc 01.11.2021
Interviews	Wc 08.11.2021

Diversity & Inclusion

The Civil Service is committed to becoming an exemplar employer on inclusion.



We know that working inclusively and harnessing a range of talents means solving problems better, making better decisions and delivering better public services. We are committed to representing as broad a range of views and backgrounds as we have in UK society, focused not just on the characteristics protected under law but equally committed to greater socioeconomic diversity, greater regional diversity and to building teams where effectively harnessing cognitive diversity is the way decisions are made. 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 vision is to ensure the Civil Service represents modern Britain and is a truly inclusive employer – an example to other employers. We will create an organisation where diversity and fairness are not only respected and valued – but celebrated - and where everyone can see where they belong and no one feels excluded.

What's in it for me?

We want to maximise the potential of everyone who chooses to work for us – regardless of background, working style or career experience.

Our passion for inclusion and equality means creating a work environment for all employees that is welcoming, respectful, fair, engaging, and enriched with opportunities for personal and professional development

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.](#)



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Contact us

Should candidates like to discuss the role in more detail before submitting an application, please contact Caroline Acheson, **Deputy Director**, at Caroline.Acheson@governmentlegal.gov.uk