



HM Courts &
Tribunals Service

National Family and Crime Legal Adviser Recruitment Scheme October 2022





HM Courts &
Tribunals Service

*Please note this Candidate pack refers to the Legal Adviser Role within both Family and Crime jurisdictions. Please ensure that you refer to the information contained within the pack for the role that you are applying for, as they can be advertised as two separate campaigns.



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What the Courts and Tribunals do every day is supremely important. States without justice do not function; the rule of law is one of the things that makes us civilized and lets us live life knowing that there are fundamental underpinnings of fairness. As we (HMCTS) continue with our recovery efforts and manage the effects that COVID has had on our organisation, we are looking to recruit more Family/Crime Legal Advisers in Training / Trainee Legal Advisers to add to our already 1200+ strong legal team.

Legal Advisers, across England and Wales have played and will continue to play a valuable and vital part in delivering justice.



HM Courts & Tribunals Service



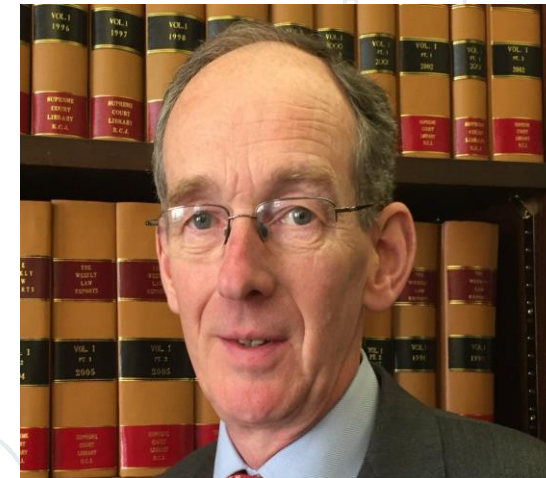
Nick Goodwin
Chief Executive of HMCTS.

Justice Matters

Individuals who turn to the Family Court do so to resolve issues which are of the greatest personal importance concerning the protection and welfare of their child, their personal protection or their personal finances. The work of the court is as interesting as it is important. The role of a Legal Adviser is crucial in ensuring that the court is run fairly and in accordance with the law.



HM Courts & Tribunals Service



Sir Andrew McFarlane
President of the Family Division .

Diversity & Inclusion

I was lucky enough to be part of the Family Legal Adviser Team. It's an inspiring representation of what HMCTS is— diverse, vibrant, independent and full of enormously talented people. With such people at the core, the future is both bright and secure. I was inspired by the welfare of the child, needs of vulnerable people who can all too often be forgotten and be part of the organisational vision, where they are considered in every decision. Since joining HMCTS, I have been able to develop my skills, be part of a consistent, structured and well led training program, contribute towards active case management, interact with all court users virtually and face to face and learn about peoples experiences, which has been a great way to start my career.

Abida Shah
Trainee Family Legal Adviser, London

The Civil Service is committed to becoming the most inclusive employer in the UK

We are committed to respecting and representing as broad a range of views understanding, and backgrounds as we have in UK society.

We Know that diverse perspectives and experiences are critical to an effective, modern Civil Service.

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 is not only respected and valued, but celebrated.

What's in it for me?

We want to maximise the potential of everyone who chooses to work for us – regardless of background.

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



What's next?

You've taken the first step. We encourage you to look through this pack to understand the skills and experience needed to be a successful Trainee Legal adviser. Justice matters. Join us in achieving our ambitions and let us help you to achieve yours.

The Role – Legal Adviser

“Working as a LAIT is interesting and rewarding. I have been able to observe and learn from a number of talented and experienced legal advisers before undertaking court hearings myself, once I felt ready to do so. There is an emphasis on training, including training with Judges. There is also a hugely supportive and collegiate working environment, with daily meetings at which any specific issues in cases can be discussed. Outside of those meetings there are always colleagues, either in the court building or via teams, who are happy to help with any questions or issues that may arise during hearings. So, whilst I may be the only legal adviser in a specific court, I never feel alone.”

*Joseph Smith (Solicitor)
Legal Adviser in Training
Cheshire and Merseyside*

Pay Range

SEO starting salary : National locations £37,683 pa. London £43,647 pa.

Location: Various – Nationwide. Travel will be expected and base location could change within a region due to business needs.

What are my responsibilities?

During the training period, our Legal Advisers in Training gain experience of:

- Managing an efficient and effective court room
- Advising the Bench on law, practice and procedure
- Facilitating the decision-making process applying a structured approach
- Identifying relevant issues to be incorporated into Justices’ reasons
- Assisting with the drafting of Justices’ reasons
- Conducting legal research
- Promoting partnership and team working with colleagues and the Bench
- Using delegated judicial powers effectively for effective case management
- Communicating in clear and concise language
- Facilitating the administration in the court room with the use of technology
- Family and/or Crime Law and procedure
- [See the full job description attached here](#)

Training

HMCTS prides itself on providing all Legal Advisers with a comprehensive training and mentoring programme to ensure successful completion of your period of recognised training. Each legal adviser is assigned a mentor and training supervisor.

* The role will be recognised as Legal Adviser in Training

Family Legal Adviser



All work starts with a gatekeeping decision by legal advisers and judges. Family work dealt with by the magistrates fall primarily into two categories:

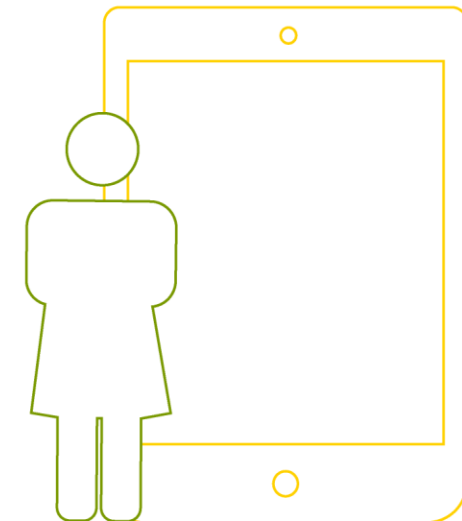
Public Law Proceedings – cases are brought by a public body like the local authorities and include matters such as:

- Care orders – which give parental responsibility for the child to the local authority
- Supervision orders which place the child under the supervision of their local authority
- Emergency Protection Orders which are used to ensure the immediate safety of a child by taking them to a place of safety or by preventing their removal from a place of safety.

Private law Proceedings – which involves parental disputes over the upbringing of children. Order types include:

- Parental Responsibility
- Financial applications involving maintenance
- Special Guardianship orders
- Orders under Section 8 of the Children act 1989 to settle where a child lives, Child Arrangement Orders (for live with or spend time with) and other specific issues regarding disputes relating to education or religious upbringing etc. The court can also make a Prohibited Steps order which stops a parent who has parental responsibility (PR) from exercising that PR in relation to the issue set out in the application.

The court also deals with Adoptions, Reciprocal Enforcement of Maintenance, Divorce and Non-Molestation Orders/Occupation Orders and Parental orders.



Crime Legal Adviser



The Magistrates Courts deal with a diverse range of criminal and civil cases.

Almost all criminal cases commence in the Magistrates Courts including very serious offences of murder, rape and robbery.

Magistrates' Sentencing powers have recently been increased and as a result offences such as;

- burglary, assault occasioning actual bodily harm, possession of drugs, violent disorder, dangerous driving, handling stolen goods, theft, being in possession of an offensive weapon and some sexual assaults are likely to be heard and dealt with in the Magistrates' Court along with the less serious offences such as the majority of motoring offences, being drunk and disorderly, failing to send your child to school, harassment and less serious assaults. Magistrates also deal with cases involving domestic abuse and consider ancillary orders associated with this type of offending such as restraining orders and Domestic Violence Protection Orders.

Young offenders (those under 18 years of age) charged with criminal offences appear before the Youth Court where specialist skills and knowledge are required. The presumption is that cases involving children and young people should be tried before specially trained magistrates in the youth court (even the most serious offences) apart from homicide or certain firearm offences.

Magistrates also deal with a diverse range of civil proceedings including applications to seize and detain cash (proceeds of crime); council tax enforcement; Child Support Agency (Maintenance) enforcement, appeals relating to taxi and liquor licensing; Closure orders and Anti-social Behaviour Injunctions.

They also deal with urgent applications as part of criminal investigations such as search warrants and warrants of further detention which can arise outside of normal working hours.



LEGAL ADVISER CAREER PATHWAY FOR QUALIFIED LAWYERS

[* Please also see link here](#)

Tier 1 Legal Adviser in Training (qualified entrants)

To be eligible for entry to this post, candidates must be fully qualified to practice as a Solicitor or Barrister in England & Wales or hold the Qualifying Lawyers Transfer Test (QLTT) or be a Fellow of CILEX/CILEX Lawyer, including the completion of the relevant prescribed period of professional experience (e.g. training contract or pupillage). The Job holder be able to fulfil all spoken aspects of the role with confidence in English or (when specified in Wales) Welsh.

Tier 1 Legal Adviser

Once training has been successfully completed and evidence of the necessary skills and knowledge demonstrated, the legal adviser in training will progress to the Tier 1 Legal Adviser role. The timescale for Tier progression will depend on your relevant post-qualification experience and demonstration of the required competencies. Following appointment as a Tier 1 Legal Adviser, a development programme will be offered to enable progression to the role of a Tier 2 Legal Adviser.

Tier 2 Legal Adviser

Tier 2 Legal Advisers are expected to demonstrate a high level of legal professionalism and the skills and knowledge to advise on complex cases. They should be able demonstrate the expertise necessary to enable them to be authorised to use a wide range of associated Judicial Functions to manage cases both in and out of the courtroom.

Other civil service and judicial roles

The Legal Adviser role also provides an opportunity for career development in other areas such as management and leadership, mentoring and training, projects and organisational delivery. A number of legal advisers each year are successful in securing full time or fee paid judicial appointments working in the Civil and Family Court, Magistrates Criminal Courts and in First Tier Tribunals.

Career progression opportunities

"I joined the court service after a period of working as a solicitor in private practice. Initially I worked as a legal adviser in the Criminal Court and the Family Court but eventually settled within the family jurisdiction working as a family specialist. As a family legal adviser in the South West I had the opportunity to be involved in various national projects working with Judges, Judicial Office and the Judicial College. In early 2019 I became a Legal Team Manager with responsibility for courts across Devon, Cornwall and Dorset. I was supported by my line manager to pursue my interest in a judicial career and later that year I became a fee-paid Deputy District Judge. I was allowed to adjust my work pattern to undertake my judicial work alongside my role as a legal manager. I am in no doubt that my role as a legal adviser gave me the skills knowledge and qualities needed to become a judicial officeholder. In 2021 I was appointed as a Full Time District Judge."

District Judge Mark Tait,
Western Circuit

HMCTS is a great place to work, full of talented, supportive and committed individuals. I became a legal adviser after working as a solicitor in private practice and I'm glad I took that leap. I wanted a challenging but rewarding legal career where I felt I was making a real difference to peoples' lives and felt valued for my individual talents. The Civil Service is an inclusive employer. As the first person in my family to attend university and work in a profession, I embraced the fair and open opportunities that were on offer to me as a Legal Adviser.

I completed the Judicial College training programme and progressed through the career structure to become a Tier 2 legal adviser. I took a year's maternity leave and was able to reduce my working days for a period of time before returning to work as a specialist family lawyer and soon after promoted to Legal Team Manager. I am now a Senior Legal Manager responsible for family magistrates and legal advisers across the Western Circuit.

Throughout my career in HMCTS I have been stretched as a lawyer and given opportunities that I don't think would have been so accessible to me in private practice. I was heavily involved in the 2014 Family Justice Reforms working with other civil servants and judges. I have worked with Judicial College in the design and delivery of judicial and legal training and have worked on a sub-group of the Family Procedure Rules Committee. Most recently I was privileged to be the legal adviser member of the President of the Family Division's Private Law Working group and I am currently working alongside judges and MOJ policy piloting implementation of various family law reforms.

Working for HMCTS has enabled me to develop a really rewarding career whilst keeping my base, and raising my family, here in the west country."

Hannah Penfold
Senior Legal Manager
South West

Success Profile

I joined HMCTS on 1 April 2020, the most turbulent of times due to Covid-19. Despite not yet spending any physical time in a court room I am sitting as LAiT in a range of private law courts to include First Hearing Dispute Resolution Appointments, Dispute Resolution Appointments and Final Hearings. I have also been trained to gatekeep private law applications, conduct online divorce work and am commencing training in public law gatekeeping. HMCTS have been proactive in enabling staff to work from home whilst still ensuring they are supported. Working remotely as a trainee has allowed me to observe a wealth of cases across different court sites that I may not have had the opportunity to observe in person.

Despite the current times I have regular interaction with my mentor, Legal Team Managers and meet regularly with both the North East Legal Team and the other regional teams in meetings. Despite being a member of the North East Team there is a real sense of working collaboratively across the regions which makes approaching colleague's easier despite not having met people in person!

Training has also taken place remotely and HMCTS have acted rapidly to respond to current times, also seeking views as to how things can be improved for future trainees. On joining I was given details of my fellow trainees and we have developed close working relationships, albeit remotely. In my region we also have a weekly MS Teams social meeting where we can meet with other legal advisers on a more personal level.

The Selection process will use the [Civil Service Success Profiles Framework](#) which assesses, behaviours, strengths and their potential. Please find below the following areas we will be testing throughout the process:

[BEHAVIOURS](#)

[TECHNICAL](#)

ABILITY

[STRENGTHS](#)

[MOTIVATION](#)

Move your mouse pointer on the subject in the boxes above and click for more information

Rachel Denton
Tier 2 Family Legal
Adviser North East

Behaviours

When looking at behaviours, we want to get an understanding of the actions and activities that you have done (or would do) that result in effective performance in a job.

We will be testing the following Level 3 Behaviours on the framework for SEO



WORKING TOGETHER - **Application and Interview**



COMMUNICATING AND INFLUENCING - **Application and Interview**



MANAGING A QUALITY SERVICE – **Application**



DELIVERING AT PACE - **Interview**



CHANGING AND IMPROVING - **Interview**

Please find further information about each of the behaviours by viewing [the Civil Service Success Profile Behaviours framework](#)



Ability

When testing your ability we want to understand your aptitude for a particular type of work

The following points below are essential criteria for this job role:

LEGAL INTELLECT – Tested at Interview with a Legal scenario based assessment



A sound knowledge and understanding of legal principles.



Able to research and assimilate unfamiliar areas of knowledge, including technical areas of law



The ability to analyse a set of facts, so as to identify the relevant factual and legal issues



The ability to give clear and accurate advice in open court in line with the principles of the human voice of justice



The ability to apply principles logically, precisely and with sound Judgment



The ability to produce clear and structured written work



The ability to present a case both orally and in writing in a measured, engaging and persuasive manner



Clear and articulate in oral communication



Ability to make independent decisions and clearly articulate reasoning behind those decisions

Please find further information about each of the behaviours by viewing the [Civil Service Success Profile Ability Framework](#)



Technical

To apply for the HMCTS Legal Adviser in Training role candidates must be legally qualified. Any candidates who do not meet these standards will be automatically Removed from the process. Certificates and qualifications will be checked



The following are essential criteria for this job role.

- To be eligible for entry to this post, candidates must be fully qualified to practice as a Solicitor or Barrister in England & Wales or hold the Qualifying Lawyers Transfer Test (QLTT) or be a Fellow of CILEX / CILEX Lawyer , including the completion of the relevant prescribed period of professional experience (e.g. training contract or pupillage).

We will check for all certificates and academic qualifications if successful and invited to complete an online video interview. Any candidates who are found not to meet the academic eligibility criteria will be removed from the process.



Strengths

When looking at your strengths, we want to find out whether you and the organisation or job role are a good fit. We will look at what you enjoy doing and what you do well and often.

Strengths will be tested at interview and will not be provided in advance

The Civil Service is a diverse and inclusive workplace and we want to help you demonstrate your full potential throughout the assessment process

During your interview you will be asked questions to understand whether you have strengths relevant to the job role. It is important to remember that there are no right or wrong answers to these questions. Do not rehearse your answers because we are looking for your initial response. The qualities required for the role will be described in the job description. The best way to prepare is to reflect on what you feel your personal strengths are and your preferred ways of working.

Your strengths will be assessed alongside the other elements of the Success Profile to get a more rounded picture of your suitability for the role. The job description will outline the elements required for the role.



Motivation

We are looking for your motivation as to why you want to work in public service, law and HMCTS as a whole.

The following points below are essential criteria for this job role:



Have a demonstrable interest in law, in particular the areas of Criminal, Civil and Family law and be motivated by public service



Demonstrates knowledge & understanding of the work of HMCTS and its role in the wider Justice System



A strong focus on continuous learning with the ability to apply knowledge of Criminal, Civil and Family law from study and experience (As relevant to the jurisdiction you are working in).



Be motivated to maintain relevant legal knowledge

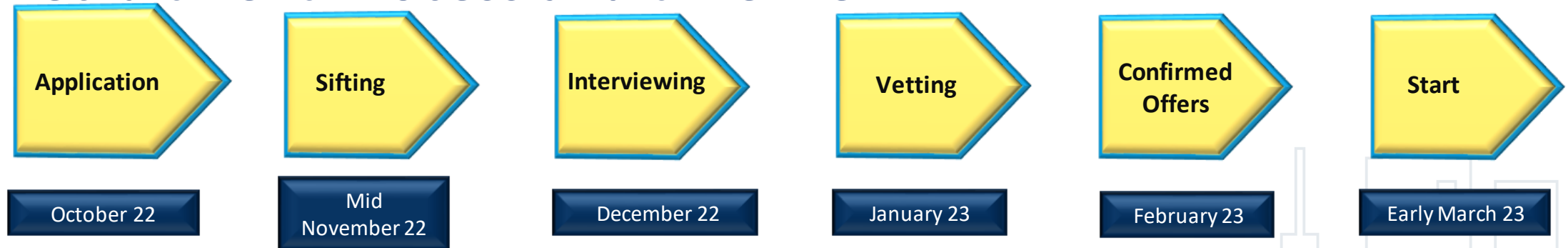


A commitment to a career as a lawyer practicing Criminal, Civil and Family law with HMCTS



These dates are subject to change however it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the timetable, exercising flexibility through the recruitment and selection process, in order to meet the dates given. The anticipated timetable is as shown.

Recruitment Process and timeline



Application: Apply via the Civil Service Jobs area of GOV.UK. Your application should contain your work history and qualifications, including key responsibilities and achievements. Failure to provide details of how you meet the qualification criteria will result in your application being removed from the process.

Sifting: Applications will be sifted on the behaviours outlined in slide 13. We operate a blind recruitment policy. Personal information is not provided to colleagues completing the sift. Application answers are not provided to the panel who conduct your interview. Find out more: [Civil Service Name blind recruitment](#)

Interviews: Successful candidates will be invited to an assessment and interview. The interview panel will consist of experienced Legal Advisers and/or Legal Managers. The Interview process will include a legal scenario assessment.

Vetting/Security Checks: Successful candidates will be subject to pre-employment checks including a minimum of a Disclosure & Barring Service (DBS) security checks. Some roles may require higher security clearance. HMCTS is exempt from Section 4(2) of the Rehabilitation of the Offenders Act 1974. Therefore an offer of employment may not be made to anyone who has been cautioned, has been convicted, or has spent convictions, for an offence listed on our Proscribed Offences List.

The Recruitment Process

I heard many positive things about the HMCTS Training scheme, so I did not hesitate to apply for the Trainee Legal Adviser Role when the opportunity to arose.

Having spent many years as a Paralegal, it has been a refreshing experience to finally be part of a team that understands that what you get out of a person is only as good as what you put into them. For example, there is no stone unturned when it comes to the topic focused and high quality training provided to you in your individual key areas. Although no two days are the same in the life of a Trainee Legal Adviser each day is rewarding and I know that my contribution as a Trainee here makes a positive difference and is genuinely valued.

Rohini Ajoodha
Trainee Family Legal
Adviser South East

ALLOCATION OF BASE LOCATION

Applicants will be asked to specify their preferred location where there is a preference selection on the application form. Specific base location (Court House) will be allocated by the Recruitment Lead of that region, in line with business needs and in accordance with the merit list. There will be no alternative location discussed unless there are specific reasons which may prompt a reasonable adjustment. Locations will be assigned prior to a conditional offer being made

REASONABLE ADJUSTMENTS

If you require any reasonable adjustments to our recruitment process please let the recruiting manager know. Examples of adjustments include providing documents in large print or braille, allowing more time for a test or interview or providing assistance at an assessment centre.

CONDITIONAL OFFER

All offers will be conditional dependent on eligibility and appropriate qualifications. Final offers will be confirmed upon successful provision of academic certificates to the Recruitment team. Please refer to slide 15 for qualifications.

FEEDBACK

Due to the high volume of candidates, feedback will only be given to candidates who reach the final interview stage.

RESERVE LISTS

If HMCTS receives applications from more suitable candidates than we have vacancies for at this time, we may hold suitable applicants on a reserve list for 12 months for any future Family and Crime Legal Adviser in Training vacancies, which could be offered to candidates on a reserve list without having to re-apply.

Eligibility – Qualifications and Right to work

Academic Eligibility

In order to apply for the HMCTS National Legal Adviser in Training role candidates must be able to meet the following criteria. Any candidates who do not meet these standards will be automatically removed from the process.

Legally Qualified

Candidates must have completed their academic stage of training to qualify as a solicitor or a barrister in accordance with The Assistants to Justices' Clerks (Amendment) Regulations 2007 and will have completed the vocational stage of training as a Solicitor or Barrister, or fellow of CILEX/CILEX lawyer.

This means that the role holder must have completed the SRA training contract for solicitors or pupillage for barristers.

Qualifications

HMCTS does not offer sponsorship for vocational qualifications. We will check for all certificates and academic qualifications if you are successful and invited to interview. Any candidates who are found to not meet the academic eligibility criteria will be removed from the process.

If you need to complete a Training Contract to enable admission to the Roll of Solicitors you cannot apply for this role. The role of Trainee Legal Adviser offers a training contract but Legal Adviser in Training does not. HMCTS does not offer pupillage.

It is the responsibility of the candidate to provide supporting evidence of their eligibility, within the specified application deadline.

Nationality and Immigration

The HMCTS Legal Adviser in Training 2022 role is open to applicants who are:

- UK nationals
- Nationals of Commonwealth countries
- Nationals of the Republic of Ireland
- EEA nationals with (or eligible for) status under the EUSS
- Relevant EEA or Turkish nationals working in the Civil Service
- Relevant EEA or Turkish nationals who have built up the right to work in the Civil Service
- Certain family members of the relevant EU & Turkish nationals

This is in accordance to the Civil Service nationality requirements. In addition to meeting the Civil Service nationality requirements, candidates must also be legally entitled to work in the UK. If you do not have an existing right to remain in the UK please be aware that HMCTS is not a registered sponsor and is therefore unable to offer any form of visa sponsorship.

As HMCTS prosecutes cases in courts throughout England and Wales, in the Wales/Cymru area, the ability to speak Welsh will be an advantage.

Security Checks

All successful candidates will be subject to pre-employment checks, including a minimum of a Disclosure and Barring Service (DBS) security checks.

Some HMCTS areas may require higher security clearance such as SC and DV clearance. HMCTS is exempt from Section 4(2) of the Rehabilitation of the Offenders Act 1974. Therefore, an offer of employment may not be made to anyone who has been cautioned, has been convicted, or has spent convictions, for an offence listed on our Proscribed Offences List.

Terms, conditions and benefits

Personal Development

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. At HMCTS 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.

Appointment Term

Permanent

Location

Various – Nationwide. Travel will be expected across the region and base location could change within a region due to business needs.

Working Arrangements

This role is available for full-time however requests for part-time or flexible working arrangements may be considered – subject to business needs.

Equality Diversity and Inclusion

The Civil Service values and supports all its Employees.

For example, we have strong and pro-active staff networks, special leave policies for hospital appointments, reasonable adjustments put in place for those who need them and diversity talent programmes to help everyone irrespective of background, to achieve their potential.

Pension

Your pension is a valuable part of your total reward package.

We provide you with a competitive contributory pension scheme that you can enter as soon as you join, and where we will make a significant contribution to the cost of your pension. Also, your contributions will come out of your salary before any tax is taken

In extreme cases such as illness or death before retirement, your pension will continue to provide valuable benefits for you and your family. For more details, visit

<https://www.civilservicepensionscheme.org.uk/>

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 complimented by one further day paid 'privilege entitlement' which was to mark the Queen's birthday.

With competitive maternity, paternity and parental leave we also recognise the importance of a good work-life balance and offer flexible working and a family friendly approach to work.

Staff Wellbeing

Flexible working including part-time or term-time working and access to Flexible Working Schemes allowing you to vary your working day as long as you work your total hours

Generous paid maternity and paternity leave

Childcare benefits (policy for new employees as of 5 April 2018): The government has introduced the Tax-Free Childcare (TFC) Scheme, so working parents can open an online childcare account and for every £8 they pay in, the government adds £2, up to a maximum of £2000 a year for each child or £4000 for a disabled child. Parents then use the funds to pay for registered childcare. Existing employees may be able to continue to claim childcare vouchers, so please check how the policy would work for you [here](#).

Season Ticket and Bicycle Loan

Interest-free loans allowing you to spread the cost of an annual travel season ticket or a new bicycle.

Training and Development

The Department offers engaging jobs in work that really matters. These jobs have a direct impact on the quality of public services.

Our roles can offer great job satisfaction. There are many opportunities to develop and progress both within the Department and across the wider Civil Service

To create a more skilled and unified organisation, the Civil Service is developing 10 specialist areas of expertise.

Cross-government functions provide professional services and support to departments and supplement the 25 recognised professions within the Civil Service.

We are also committed to investing in our staff and we offer a range of work-based training and qualifications, coaching and mentoring opportunities and a guaranteed five days of learning a year.

Modernised Terms and Conditions

Civil Servants taking up appointment on promotion will adopt the modernised Civil Service terms and conditions which came in to effect from 1 July 2013. Existing Civil Servants appointed on level transfer will retain their existing terms and conditions.

FAQs

1. Can I apply if I am not currently a civil servant?

Yes. This role is open to suitably qualified people in the external market, to existing civil servants and those in accredited Non Departmental Bodies.

2. Will the role involve travel?

Yes. Travel will be required for this role as SEO Legal Adviser in Training.

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

To be eligible for employment to this role you must be a national from the following countries:

- The United Kingdom
- The Republic of Ireland
- The Commonwealth*
- Switzerland
- Turkey

For EU and EEA citizens please see the attached link to check your eligibility
<https://www.gov.uk/guidance/prove-your-right-to-work-eu-eea-and-swiss-citizens>

(*Commonwealth citizens not yet in the UK, who have no right of abode in the UK and who do not have leave to enter the UK are ineligible to apply.)

[We would encourage you to check your RTW status prior to applying.](#)

4. Is security clearance required?

Yes. If successful you must hold, or be willing to obtain, security clearance to DBS level. Certain areas may also require a higher level of SC or DV clearance. More information about the vetting process can be found at the following link [United Kingdom Security Vetting - GOV.UK \(www.gov.uk\)](#)

5. Do you offer visa sponsorship?

No. In order to be eligible for this role you must have the right to work and remain in the UK.

6. Is this role suitable for part-time working

This a full-time role however requests for part-time or flexible working arrangements may be considered however this is subject to business need.

7. 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. Reasonable adjustments could include: allowing extra time during selection tests, ensuring that information is provided in an accessible format or, by providing training.

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 state this on your application form and feel free to contact us directly.

8. I want to change something on my application form, can I resubmit my application?

No. Once your application has been submitted you are unable to amend or submit another application, so do ensure that you are happy with your application before submitting.

9. Can I receive feedback on my application?

Due to the high volume of candidates we are only able to provide feedback to candidates who reach the final interview stage.

10. Do you offer extensions to the deadline dates?

No. We are unable to offer extensions to the dates provided however some of these dates may be subject to change but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the timetable, exercising flexibility through the recruitment and selection process, in order to meet the dates given.

The Civil Service Commissioners and the Civil Service Code

The Commissioners have two key functions:



To maintain the principle of selection for appointment to the Civil Service on merit, on the basis of fair and open competition. For the most senior posts in the Civil Service, the Commissioners discharge their responsibilities directly by overseeing the recruitment process and chairing the final selection panel. For more information please see <http://civilservicecommission.independent.gov.uk/>



To promote an understanding of the Civil Service Code which sets out the constitutional framework in which all civil servants work, the values they are expected to uphold, and to hear and determine appeals made under it. For more information please see www.civilservice.gov.uk

HMCTS adheres fully to the Civil Service Code and to the requirements and best practice suggested by the Civil Service Commissioners.

A final say from Tom Ring, Head of legal profession in HM Courts and Tribunals

If you have any questions about the process please contact:
MoJ-recruitment-vetting-enquiries@sscl.gse.gov.uk

For questions about the qualification requirements for this post
please contact: LegalRecruitment@justice.gov.uk

Further information about working for HMCTS and the
recruitment process generally can be found [HM Courts &
Tribunals Service Around 16,000 professionals all over England,
Wales, Scotland and Northern Ireland make up HM Courts &
Tribunals Service. \(hmctsjobs.co.uk\)](https://www.hmcts.gov.uk)

Justice and the rule of law are hallmarks of a civilised society. England & Wales has a system of justice of international renown. We are looking for committed, enthusiastic, and talented lawyers who want to work within our justice system. We are a team of more than 1,000 lawyers supporting the work of the magistrates' court and the Family Court. Most of what we do takes place in the public forum of the courtroom, and we need confident, articulate individuals, with good analytical skills, who can think 'on their feet'. You will need to be able to simplify complex issues, and adapt your communication style so that it meets the needs of magistrates, professional users, and other court users who may be at their most stressed and vulnerable. The legal adviser role offers variety, intellectual challenge, and professional development. If you think that you fit the bill, then please apply to join us.



**Tom Ring – Head of the legal profession in HM Courts
and Tribunals Service**

Please note that the team's working hours are: Monday to Friday 9am to 5pm