



Civil Service



HM Revenue
& Customs

Director of Litigation – HMRC

SCS Pay Band 2

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Why join HMRC?



Alan Evans – General Counsel and Solicitor

Alan Evans was appointed General Counsel and Solicitor for HM Revenue and Customs in January 2019. He has held a number of other senior legal posts in government - including Legal Director at Defra, BEIS and HMRC.

The General Counsel and Solicitor is responsible for delivering legal, accountancy, tax review and litigation services to HMRC.

“ Thank you for your interest in the role of Director of Litigation. This is a great opportunity to play a key part in the leadership of HMRC and its Legal team, in particular to support our ambition to build a world class legal service for the department. ”

Our litigation directorate sits within the HMRC Legal Group (Solicitor's Office and Legal Services - SOLS). The directorate consists of around 100 lawyers conducting a wide portfolio of HMRC's most complex, high value and strategically important litigation. The work is intellectually challenging, interesting and frequently subject to wide media interest. Our litigation is conducted before the First tier Tax Tribunal, in the Upper Tribunal, and regularly in the Court of Appeal and Supreme Court. Our litigation work includes, as you would expect, a significant judicial review practice. We also deal with HMRC's non-tax litigation including insolvency, tax credits, national minimum wage and child benefit. Our litigation cases often

involve novel and difficult points of law, EU law, and human rights issues. Litigation lawyers work closely with colleagues elsewhere in SOLS who conduct lower value and more straightforward litigation, which means our business provides a comprehensive and joined up litigation service to HMRC.

We are proud of the quality and professionalism of our litigation work, which defends HMRC's understanding and application of the law, defends the tax system from attacks, and directly contributes to the collection of the public revenues for the Exchequer.

Last year, we won about 80% of all our tax litigation cases meaning that our work ensured about £17 billion of tax was secured for the Exchequer.

We are looking for a strong lawyer and legal leader, ambitious to work collaboratively with colleagues to drive continuous improvement and build the capability of our people.

If you believe you have the skills, experience and commitment for the role, I would be delighted to receive your application.

Alan Evans – General Counsel and Director General of HMRC Solicitor's Office and Legal Services

HMRC Overview

HMRC is one of the UK's biggest organisations. We collect over £600 billion a year in revenue from our 50 million personal and business taxpayers to pay for public services, we support UK trade by clearing customs declarations round the clock, and we help families with targeted financial support.

Alongside all of this, we support the Government to achieve its tax and customs policy objectives, including leaving the EU.

HMRC is also transforming. It is striving to be the leading tax authority in the world, equipped to respond to 21st century challenges posed by technology, the changing needs and expectations of our customers, the economy and Government.

So we are redesigning HMRC's processes ensuring that these are built around our customers' needs and understanding of their experience in dealing with us, creating great online services, and making better use of the

data we have to change the way we do our work.

As part of this, we are also transforming from a large, geographically dispersed organisation into a leaner, more digital, more highly-skilled organisation, bringing our people together into 13 large 'Regional Centres' situated in major urban centres across the UK. We've already opened one in Croydon, with centres in Bristol and Belfast opening later this year, and more in 2020.

We are passionate about making HMRC a great place to work: investing in our people's skills and career development, working more collaboratively with each other, and offering more rewarding and interesting work.

You will be working with colleagues who reflect our values. We are **professional**, confident and expert in running HMRC, we strive for clarity, consistency and excellence in our work. We act with **integrity**, have high ethical standards and are honest, fair, and even-handed in our

treatment of others. We show **respect**, empowering and trusting our colleagues and customers to do the right thing whilst being friendly, courteous, inclusive and considerate. We are **innovative**, we champion new and different ways of working so we can adapt and move with the times, we have the courage and tenacity to challenge how things are done, and we are committed to continuous improvement, and to developing ourselves.

Find out more about the work of HMRC on the following platforms:

- HM Revenue and Customs on our website - www.gov.uk/HMRC
- Facebook – facebook.com/HMRC
- Twitter - @HMRCgovuk
- LinkedIn - linkedin.com/company/hm-revenue-&-customs

About Solicitor's Office & Legal Services

The Solicitor's Office and Legal Services (SOLS) is HMRC's Legal Group. It is headed by **Alan Evans**, the General Counsel and Solicitor, who has overall accountability for all legal services to HMRC, whether these are provided internally or commissioned from the private sector.

Our 1,250 staff conduct legal work for every part of HMRC, and our work impacts on all HMRC's customers. We also have oversight of HMRC's advisory accountants and manage ministerial correspondence and Freedom of Information requests for HMRC.

SOLS has four directorates:

- Litigation (major, complex, high value) (this role)
- Business Tax advisory
- Personal Tax, Benefits and Credits, and Corporate Services advisory
- Legal Operations and Business Transformation

Our work includes:

- Advice on the design and implementation of tax policy through fiscal events (the Budget and the annual Finance Act) and drafting secondary legislation. This includes working with the Treasury and Parliamentary Counsel as well as specialists and experts across HMRC.
- Conducting all of HMRC's litigation, including handling statutory reviews of HMRC's tax decisions and statutory appeals.
- Operational legal and expert accountancy advice.
- Commercial law support.
- Criminal advisory work.
- Insolvency and debt enforcement work.
- Advice and litigation services to the Valuation Office Agency (an HMRC agency) responsible for valuing land for business rates and council tax purposes.

SOLS is at the forefront of work in Government on EU Exit, working in partnership with the Treasury and the wider Government Legal Profession.

SOLS is **building a future** in which we will:

- Support HMRC's objectives through high quality, timely, fit for purpose legal services.
- Help maximise revenue for the Exchequer and public – in particular through excellent litigation, safeguarding billions of pounds of tax.
- Invest in the skills and professionalism of our people and in digital and other tools that they need to do their job.
- Build strong relationships with internal and external stakeholders.
- Ensure an open, diverse and inclusive culture, where everyone feels valued and respected.

About the Role

Reporting directly to the General Counsel and Solicitor, who has oversight of all legal activity within HMRC, you will provide leadership and strategic direction to the Litigation Directorate.

You will have overall responsibility for ensuring provision of litigation services to all parts of HMRC through direct management of six SCS1 deputy directors and wider command of over 100 staff.

Key Responsibilities include:

- Providing visible and effective leadership of the directorate and, in particular, leading change to develop a confident, outward facing team.
- Providing litigation services (including case advice on merits and strategy) to teams across HMRC with responsibility for resolving disputes with taxpayers or those challenging HMRC.
- Personal leadership and oversight on the most strategic and important cases and assurance to senior stakeholders.
- Providing strategic direction to SOLS, as a member of the Senior Leadership Team, and working collaboratively to deliver excellent legal services and change in partnership with colleagues across HMRC, the wider Government Legal Profession and Civil Service.
- Providing litigation services to the Treasury as part of the 'policy partnership' between HMRC and the Treasury.
- In partnership with HMRC teams, the planning and prioritisation of litigation activity and the allocation of resources according to risk, cost and value.
- Overseeing the use of external counsel and legal service providers to ensure quality and value for money.

Person Specification

The successful candidate will be a strong lawyer and legal leader.

In your application you will need to provide evidence against the following essential criteria:

- Excellent legal professional skills with significant knowledge and experience in delivering legal services and, in particular, the ability to think creatively and give authoritative risk-based legal direction that facilitates practical solutions.
- Strong people leadership skills: you will be a role model who:
 - promotes an open, diverse, inclusive and engaged working environment;
 - champions talent management, develops capability and professionalism, and encourages a strong learning and development culture.
- The capability to lead a large and complex legal function: managing legal risk; improving service delivery and value for money; engaging external lawyers and counsel effectively; and

commanding the confidence of senior stakeholders.

- The ability to work collaboratively with senior peers in leading a large organisation: making a strong contribution to corporate leadership; initiating change; and driving an organisational culture of professional excellence and continuous improvement.

Desirable Criteria

- An understanding and some experience of litigation and the work of Government is highly desirable, as is some tax background.

NB You must be qualified to practice as a solicitor or barrister in England and Wales.

Salary and Benefits

Salary

This role falls within the SCS2 pay band and the successful candidate can expect up to £110,000 per annum.

Standard pay rules apply for existing civil servants.

Location

London or Manchester

Some regular travel is expected including a presence in London.

Benefits

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.

This includes:

- 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 and an additional paid day to mark the Queen's Birthday.
- A competitive 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.
- Flexible working and access to flexible working schemes allowing you to vary your working day as long as you work your total contractual hours.
- Generous paid maternity and paternity leave which is notably more than the statutory minimum offered by many other employers.
- Childcare benefits: the Government has introduced the Tax-Free Childcare scheme. 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](#).
- Interest-free loans allowing you to spread the cost of an annual travel season ticket or a new bicycle.
- The opportunity to use onsite facilities including fitness centres and staff canteens (where applicable).
- Occupational sick pay.

Application Process

Application

To apply for this post, you will need to complete the online application process which includes completing the application form as outlined below.

This should be completed no later than **23:59 on Sunday 7th July 2019**

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 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 person specification.

Failure to submit both (CV and Statement of Suitability) will mean the panel only have limited information on which to assess your application against the criteria in the person specification.

Please ensure that both documents contain your full name.

Should you encounter any issues with your online application please get in touch with us on:

Byron.Beard@hmrc.gov.uk

If you do not receive acknowledgement of your application within 48 hours via the automated system, please contact us.

Selection

This is a Civil Service Commission led appointment. The interviewing and selection of applicants will be led by **Jane Burgess** (a Civil Service Commissioner) together with Alan Evans (General Counsel and Solicitor, HMRC), Ruth Stanier (Director General CSTD, HMRC) and Susanna McGibbon (Director General, Government Legal Department).

Shortlist

- A panel, including the hiring manager, will assess your application in order to select those applications demonstrating the best fit with the role by considering the evidence you have provided against the criteria set out in the '[Person Specification](#)' section. Failure to address any or all of these criteria may affect your application.
- A decision is expected to be made **on the 19th July** and all shortlisted candidates will be advised of the outcome shortly afterwards.
- Please note that all shortlisted candidates will be expected to undertake a tax compliance check prior to the final interview process.
- All shortlisted candidates will be offered an opportunity to have an informal conversation with a member of the panel. This is not an assessment phase, rather it is an opportunity for each candidate to gain greater insight into the context of the role. This is optional but highly recommended.

Assessment

- If you are shortlisted, you may be asked to take part in an Independent Leadership Assessment. This assessment will not result in a pass or fail decision. Rather, it is designed to support the panel's decision making and highlight areas for the panel to explore further at interview.
- As part of this assessment, you will be asked to attend an interview in order to have a more in-depth discussion of your previous experience and professional competence.
- Full details of the assessment process will be made available to shortlisted candidates, if required.
- We will send you a copy of any report for any assessment that you may have undergone as part of the recruitment process (where applicable).

Indicative Timeline

The anticipated timetable is as follows:

Advert Closing Date	7 th July 2019
Short List Meeting	18 th and 19 th July
Interviews	6 th August

Please note that these dates are only indicative at this stage and could be subject to change. If you are unable to meet these timeframes, please let us know in your application letter.

Interviews will take place in London. Candidates are asked to note the above timetable, exercising flexibility through the recruitment and selection process.

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 and to existing civil servants and those in accredited Non Departmental Bodies.

2. Is this role permanent?

Yes. This role is being offered on a permanent basis.

3. Is this role suitable for part-time working?

This role is available full-time, part-time (minimum 4 days a week) and for job share partnerships.

4. Will the role involve travel?

Yes, some travel will be required for this role.

5. Where will the role be based?

We welcome applications from candidates who wish to be based in London or Manchester.

Unfortunately relocation costs will not be reimbursed.

6. 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.

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

To be eligible for employment in this role you must be a national from one of:

- The United Kingdom
- The Republic of Ireland
- The Commonwealth*
- A member State of the European Economic Area (EEA)
- Switzerland
- Turkey

Certain family members of EEA, Swiss or Turkish nationals are also eligible to apply regardless of their nationality.

(*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.)

For further information on whether you are eligible to apply, please visit [Gov.UK](#).

8. Is security clearance required?

Yes. If successful you must hold, or be willing to obtain, security clearance to SC level. More information about the vetting process can be found at the following link:

<https://www.gov.uk/guidance/security-vetting-and-clearance>

9. 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 contact us in the first instance.

10. What is the role of the Civil Service Commission in relation to recruitment into the Civil Service?

The Civil Service Commission has two primary functions:

- To provide assurance 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](#). For the most senior posts in the Civil Service, the Commission discharges its responsibilities directly by overseeing the recruitment process and by a Commissioner chairing the selection panel.
- To hear and determine appeals made by civil servants under the Civil Service Code which sets out the Civil Service values – Honesty, Integrity, Impartiality and Objectivity – and forms part of the relationship between civil servants and their employer.

11. 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](#).

12. What do I do if I want to make a complaint?

If you feel that your application has not been treated in accordance with the recruitment principles and wish to make a complaint then you should contact **Byron Beard** in the first instance (see page 9).

If you are not satisfied with the response that you receive, then you can contact the [Civil Service Commission](#).

13. 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 **Byron Beard** before submitting your application.



Our differences enrich us, our diversity makes us strong.

Jazz Bhogal, Deputy Director, Civil Service Diversity & Inclusion, Cabinet Office

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

We are committed to understanding, respecting and representing as broad a range of views 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.

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.

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 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. [Apply now.](#)



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Contact us

We encourage all candidates to discuss the role further before submitting an application.
If you would like to discuss the role in more detail, or require assistance with the recruitment/application process, please contact Byron.Beard@hmrc.gov.uk

Our work is regulated by the Civil Service Commission where necessary and supported by the equality campaign group Stonewall.

