

Legal Adviser Information Pack

SC-026-23



Welcome from the Head of the Legal Service



Matthew Richards

I am delighted that you are interested in applying to work as a legal adviser at the Welsh Parliament (the Senedd). The successful candidate will join a dynamic and diverse team of constitutional lawyers at the heart of Welsh democracy. We deliver legal support to Members in their important role of making and scrutinising legislation and holding the Welsh Government to account.

We advise on everything from ancient monuments to zoology with a great deal in between, such as the environment, social care and education. The relatively small size of the team is our strength: every day is different and every piece of work is unique. You will work with elected Senedd Members, including the Llywydd, and with colleagues in Wales and across the UK.

The Senedd faces unprecedented opportunities at this time of constitutional change in Wales, the UK and Europe. Now is a uniquely exciting time to join us and I look forward to receiving your application.



Post Reference: SC-026-23

Job Title: Legal Adviser

Salary: £56,566 - £67,823 (Executive Band 2 (Grade 7))

Please note, the starting salary will normally be offered at the minimum of the band.

Duration: Permanent

Service: Legal Services

Location: Agile / Senedd, Tŷ Hywel, Cardiff Bay

This role will be agile, with a mixture of office and home working. You will be provided with the support and equipment you'll need to work from home. There will be a requirement to attend the office in Ty Hywel, Cardiff Bay to suit business needs.

Pattern of Working: This is a full-time post although flexible working arrangements will be considered, subject to meeting the needs of the Senedd and its Members.

Security Clearance: This position has been assessed as requiring a 'CTC' level of security vetting. For candidates who do not currently possess this level of clearance, appointment would be subject to the successful completion of this level of security vetting.

Purpose of the post:

We are looking for a Legal Adviser to join our Legal Services team at the Senedd. This is an exciting opportunity to play an integral role in the Senedd's work as it represents the interests of Wales and its people.

The Senedd Commission is the corporate body responsible for the provision of property, staff and services to support Senedd Members in their work.

With the addition of the successful candidate to the team, the Commission's Legal Service will comprise sixteen legal advisers. The Service provides legal advice to the Llywydd, the Chief Executive, Committees of the Senedd, individual Senedd Members and other Commission colleagues on a wide range of legal issues. Notably, the team also advises Senedd Members on their scrutiny of the Welsh Government's proposed legislation.

You will be expected to develop working relationships with other Commission departments as well as with a variety of other bodies, such as the Welsh Government and the devolved legislatures in Scotland and Northern Ireland.

Your knowledge of public law, experience, and interpersonal skills will play a vital role in providing both legal advice and legal scrutiny of legislation to the heart of Welsh democracy.

About the role:



Sam Mason, Legal Adviser

I joined the Senedd as a trainee in 2016 and was lucky enough to be offered a permanent role upon qualification. I enjoyed support from colleagues within the Legal Service throughout my training contract and continue to benefit from this support, as well as other opportunities for continued development, as a qualified legal adviser.

I provide advice on a variety of interesting issues to Commission colleagues, as well as to Members and their support staff. The advice that is needed varies on a day-to-day basis, from advising a Senedd committee on Bill scrutiny on one day, to advising a Commission colleague on data protection obligations on another. No two days are ever the same!



Masudah Ali, Legal Adviser

I joined the Senedd as a Trainee Solicitor in 2020 during the Covid-19 pandemic and was offered a permanent Legal Adviser role upon qualification. Throughout my training contract, I received invaluable support from colleagues, and I continue to benefit from their guidance, and the ongoing opportunities for professional development.

I have advised Members on primary and secondary legislation, supported the Petitions Committee on a variety of issues and advised on UK legislation that makes provision in devolved areas. I have advised on a wide range of public law questions to Senedd Commission colleagues, as well as to Senedd Members and their support staff.

Every day at the Senedd brings new challenges. I have learnt so much and no two days are the same.



Jennifer Cottle, Legal Adviser

I left private practice to join the Senedd's legal team in 2017 and have never looked back. This job provides me with the opportunity to do high quality, interesting work whilst benefitting from flexibility which gives me a great work/life balance. As a mum to three boys, I have always felt supported at work by the Commission as an employer and by the Legal Services team as a whole.

Although the work I do now is very different to the work I was doing previously, professional and talented colleagues are always on hand to provide friendly advice and assistance. We are all learning all of the time and I really enjoy feeling challenged and able to develop my knowledge every day.

Core Responsibilities:

Reporting to a Senior Legal Adviser, the successful candidate will be required to provide legal services as directed by the Head of Service.

Examples of some of the work undertaken are set out below;

Legal Advice:

- Advising the Commission, the Llywydd, Commission staff and Senedd Members on a range of issues which fall within the remit of the Senedd
- Advising Committees in their role of scrutinising Welsh Government policy and legislation
- Advising on the interpretation and application of the Government of Wales Act 2006 and other constitutional legislation

Legal Scrutiny of Legislation:

- Advising on the legislative competence of the Senedd
- Advising on how this competence impacts on Bills before the UK Parliament
- Advising Committees about the legal effect of Senedd Bills
- Advising on the scrutiny of subordinate legislation made by the Welsh Ministers
- Advising on legislation made in consequence of the departure of the United Kingdom from the European Union

Legislative Drafting Services

- Drafting amendments to Bills
- Working pro-actively with specialist Counsel to draft Member Bills, Committee Bills and Bills promoted by the Senedd Commission.

Job Specific skills and Competencies:

This section states which skills and experience are deemed to be essential for this role, and also which are considered desirable.

You should refer to these job specific criteria in your application form.

Your answers should be “evidence based” and we highly recommend utilising a STAR structure for Job Criteria’s 2 , 3 and 4.

For further details, see our Quick Application Guidance attachment.

Job Specific criteria:

1. Candidates must be solicitors, barristers or legal executives entitled to practise in Wales. We will consider applications from trainees who are close to qualification.
2. An understanding of constitutional and administrative law.
3. A demonstrable ability to use sound judgement and legal analytical ability to resolve complex legal problems.
4. Excellent communication skills, with the ability to communicate with clarity and confidence.

The following question will have its own text-box in the application form, independent of the above.

5. Candidates must have a sound understanding of public law principles. Therefore, please explain what is meant by;
 - i. the executive powers of the Welsh Ministers to make legislation and
 - ii. the legislative competence of Senedd Cymru.

Welsh language criteria:

The language skills for this post have been assessed Courtesy Level Welsh.

Candidates should have the ability to:

- To pronounce Welsh names, answer the telephone, greet people or make introductions bilingually
- To understand and use proactively familiar, everyday, expressions
- To understand very short texts where people are giving basic information about themselves or others in correspondence, on forms or to interpret content using the technology available.

For further information on the Welsh language levels, please [visit our website](#).

Level Competency Areas and Behaviours:

These are the specific competencies that you will be expected to demonstrate in this role.

Competency areas and Behaviours will be assessed at interview stage and **do not** need to be addressed within your application form.

Leadership

- Take responsibility for allocated tasks and complete them autonomously, using judgement as to when to seek guidance from senior colleagues

Working with and valuing others

- Plan and manage time effectively and be willing to help colleagues where necessary

Delivering Results to our Customers

- Demonstrate a customer-service ethos

Learning and Improving

- see the big picture and make connections between different issues in light of business and political priorities
-

Development Opportunities Offered by the Post:

This post offers an exciting opportunity to work in the unique environment of Wales's parliamentary body. The skills acquired by the successful candidates, and much of the legal knowledge, will be transferable to other legal sectors.

For further information, please email: stephen.davies@senedd.wales

Stephen will be happy to answer your questions by email or to fix a time to speak with you if you would like a conversation.

As the advertised position has management responsibilities, the successful candidate will be required to complete the Senedd Commission's Manager Programme. This programme will provide the successful candidate with the essential skills and knowledge they need to become a high performing line manager in the Senedd.



Working at the Senedd

The Senedd is an exciting place to work. We have progressive policies and a commitment to training and development.

When you work here, you're entitled to:



- 31 days annual leave per year
- 11 days Public and Privilege holidays per year



- Incremental pay rise
- Principal Civil Service pension scheme



- Access to occupational health
- Access to Employee Assistance Programme
- Supportive work place equality networks



- Family friendly policies, including career break, part-time working, job share, term time working and special leave
- Generous maternity, foster, adoption, and shared parental leave

Our Values:

Our values are part of everything we do. Together, we've created a set of values that celebrate the way we work together, and remind us of who we are and what we stand for.



RESPECT

We are inclusive, kind, and value each other's contributions in delivering excellent services



PASSION

We are purposeful in our support of democracy and pull together to make a difference for the people of Wales



PRIDE

We embrace innovation and celebrate our achievements together as a team

WE ARE ONE TEAM

We look forward to seeing how your values align with ours, so you can help nurture a positive and inclusive culture with us.

Our official languages (Welsh and English):

We are fully committed to continuously enhancing and improving our exemplary bilingual services and to being a truly bilingual organisation so that Members of the Senedd, the public and staff can choose to work or communicate naturally in either or both of our official languages, with the use of both languages proactively encouraged and facilitated.

Though we do not require all our staff to be fluent in both our official languages, our expectation is that they are all committed to the delivery of services in both our official languages. To that extent, we expect all Senedd appointees to have, or to acquire during an agreed period, courtesy-level skills in Welsh. All posts are assessed in the context of the service area's ability to deliver bilingual services to our customers and some posts, therefore, require a higher level of Welsh to facilitate that, such requirements are expressed above.

Diversity and Inclusion:

We want to foster an inclusive organisational culture, attracting and retaining the widest range of talent and ensures that all our employees realise their full potential, irrespective of their background. We want our workforce to be more representative of all sections of society at all levels in the organisation.

We welcome applications from a diverse range of people, from all backgrounds and with many different skills, experience and perspectives. We particularly encourage applications from disabled people and people from ethnic minority communities, who are currently under-represented in our workforce. Find out more about our approach to diversity and inclusion on our [website](#). All appointments will be made on merit.

Apply now!

Details of the Selection Process: Candidates are required to complete an application form through our recruitment portal addressing the job specific and desirable criteria.

Closing Date for applications: 11 February 2024

Your application must be submitted before midnight on the closing date.

You will be updated on your progress via the email address you first register with. Please check your Junk Mail and Spam folders to make sure you don't miss any future correspondence.

Interviews will be held in-person in the Tŷ Hywel offices in Cardiff Bay. These have been provisionally set for the first week of March 2024. Successful candidates will be given minimum five working days' notice prior to the interview date.