

IMA

For the Citizens'
Rights Agreements

Legal Adviser (Grade 7) Information Pack



Welcome from General Counsel – Rhys Davies



I am delighted that you are interested in applying for the legal adviser post at the Independent Monitoring Authority (IMA).

The successful candidate will be joining the IMA at an exciting time. The role provides an opportunity to contribute to the developing understanding of the Withdrawal Agreement between the UK and the EU.

You will join a small and dynamic team of lawyers and will have the chance to work on a broad range of work. We advise on public law, EU law, immigration law, analyse legislation and conduct litigation on behalf of the IMA. You will work with colleagues across the IMA including advising the Board and the Chief Executive.

We look forward to receiving your application.

Job Title: Legal Adviser

Duration: Permanent

Salary and Grade: £54,097 - £62,271 (Grade 7). Newly qualified solicitors with less than 3 years PQE will start at SEO grade (£39,379 – £43,374) and will be supported to progress to Grade 7, subject to meeting performance targets.

Starting salary will normally be offered at the minimum of the band. For existing Civil Servants or for those transferring from accredited Non-Departmental Public Body (NDPB) on level transfer will move on current salary or the pay range minimum, whichever is higher.

If you transfer on promotion, you will move to the new pay range minimum or receive a 10% increase, whichever is higher. For successful candidates with exceptional skills and experience, we may consider an uplift of up to 30% of the pay band minimum.

Location: The IMA is currently based at the Civic Centre, Oystermouth Road, Swansea, SA1 3SN

The IMA currently operates informal, non-contractual hybrid working arrangements with a mix of in person, office and home working. There will be a regular requirement for in person working / to attend the Swansea office to suit business needs. If you would like to discuss this further, please contact HR@ima-citizensrights.org.uk

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

Note to existing Civil and Public Servants: The IMA is not a Civil Service employer. Any current Civil Servants recruited to the IMA on a permanent basis will cease to be Civil Servants. If you are a member of the Civil Service Pension Scheme, you will be eligible to continue in this scheme. Continuous service for Civil Servants and employees of accredited NDPB will be honoured.

Lisa Salkeld

"I joined the IMA in February 2021. Working as a lawyer in the IMA is exciting, and every day is different. As a small organisation, everyone is truly valued and is listened to. The legal work is extremely interesting and I learn new things every day, I could be looking at legislation in the morning and filing court documents in the afternoon. There are plenty of social opportunities and the IMA is really invested in training and developing staff. If you enjoy the law then I would encourage you to apply to join us."

Lee Cooper

"I joined the IMA in 2023, having spent the previous part of my career in government. The legal work is intellectually stimulating, challenging and rewarding. The working environment in the Legal Team is always collegiate, friendly and supportive. Given the newness of the Agreements and our ever-developing understanding of their impact, there is regular opportunity for open discussion of burning issues, where views are shared freely and the involvement of lawyers at all grades is encouraged and valued. If you enjoy the full-fat, interpretive dimension of the law at its most fundamental and would like to belong to a team whose work has a direct impact on the lives of citizens, this is the job for you."

Alex Griffiths

"I joined the IMA whilst completing my Solicitors Qualifying Exams with little experience or knowledge of public law and having never worked within the public sector. The members of the Legal Team are incredibly welcoming and helpful which was invaluable as a new employee. Despite my original lack of experience, the team took the time to support me in developing the skills I would need to succeed in my role.

"One thing that stands out about working for the IMA is the encouragement to engage in professional development whether this be directly related to your role in Legal or in connection with the wider organisation. Taking those learning and development opportunities enabled me to build confidence in working in this interesting area of law and apply those skills and knowledge in all areas of work of the Legal Team from litigation to legislation and the internal governance of the organisation. This has provided great experience and variety during the early stages of my legal career.

"The IMA is not only a great place to develop your career but the frequent opportunities to engage with colleagues both on work related issues and socially outside of work creates a welcoming and friendly work environment."

Are you looking for a truly varied role where you will help advise in a new and evolving area of law?

We are looking for a Legal Adviser to join our current team of 9 legal staff who form our Legal Directorate and report to our General Counsel.

This is an exciting time for the IMA who is responsible for monitoring whether the UK's public authorities are providing the rights of EU and EEA EFTA nationals and their family members, who decided to make the UK their home before the UK left the EU. You will be required to advise IMA operational colleagues to help inform this monitoring work.

The work will primarily involve advising on the Withdrawal Agreement, but may also engage the following areas of law:

- Public administrative law
- Judicial review
- International law
- EU law
- Immigration
- Health
- Education
- Social security
- Housing

The advice will be provided in the context of:

- A range of [litigation](#): the IMA was successful in a landmark judicial review of elements of the EU Settlement Scheme, and has undertaken important interventions on novel and contentious questions of interpretation of the Withdrawal Agreement before all courts of the UK, from the county court and tribunals, to the Supreme Court and potentially the Court of Justice of the EU.
- IMA inquiries: the IMA has concluded its first [inquiry](#) on delays in the issuing of Certificates of Application under the EU Settlement Scheme and has commenced its second on delays in the determination of applications under the EU Settlement Scheme.
- Compliance and intelligence work: the IMA carries out a range of compliance and intelligence work looking at the actions of public authorities, identifying where there are problems but also highlighting good practice. This includes looking at the experience of individuals entering the UK, accessing student finance, healthcare and housing assistance, the experience of looked after children and the rules which govern the immigration status of those citizens within our responsibility.
- [Legislation](#) from each of the different governments across the UK and Gibraltar which cover a range of subjects including student finance, social security, immigration and the recognition of qualifications.

You can read more about this work and more on our [website](#).



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Responsibilities

In addition to leading on legal advice on all aspects of the IMA's work, including inquiries, litigation, and complaints, the role will involve contributing to the delivery of the IMA's internal training and guidance. You will also need to develop relationships with colleagues from across the IMA as well as a variety of other public authorities and stakeholders.

The successful applicant will also be responsible for working with external legal service providers and counsel when required, under the direction and oversight of the General Counsel.

You will have the full support of experienced and dedicated colleagues both from within the Legal Directorate and from colleagues across the IMA.

As a Legal Adviser, the post-holder will have support from Senior Legal Adviser colleagues in the team, in particular on more complex and new areas of legal issues and questions. We offer any tailored learning and development required for you to thrive in this role and you will have support and guidance to progress your legal career.

For more information about the role, please email HR@ima-citizensrights.org.uk. A member of our Legal Services team will be happy to answer your questions by email or fix a time to speak with you if you would like a conversation.

Essential skills and Behaviours

Essential skills:

- You will be a qualified barrister or solicitor entitled to practise in England and Wales (or due to qualify by Summer 2024).
- You will be able to demonstrate the following:
- Sound powers of analysis and the ability to provide legal advice on complex and technical areas of law.
- Sound legal judgement including the effective management of legal risk.
- Experience of working with and communicating complex legal issues to and influencing senior stakeholders.
- An understanding of the main features of public and administrative law.

Behaviours:

We will assess you against these behaviours during the selection process:

- Making Effective Decisions.
- Delivering at Pace.
- Developing Self and Others.
- Communicating and Influencing.

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

The IMA supports all staff to develop the skills and strengths you need to excel at your job and reach your full potential.

Our people are entitled to:

Pension

- A Civil Service Pension - Choose from a defined benefit pension scheme with a generous average employer contribution of 27% (e.g. £14,605 alongside your salary) or a defined contribution arrangement.
- [Find out what benefits a Civil Service Pension provides.](#)



Learning & Development

- Minimum of 10 days learning and development a year
- We offer any tailored learning and development required for you to thrive in this role and you will have support and guidance to progress your legal career

Annual Leave

- 25 days a year (increasing to 30 days after 5 years' service)
- 1 Privilege holiday a year plus 8 Public holidays
- Scheme to buy or sell leave

Work life balance

- Flexible working hours (flexi-time) – providing flexibility to vary working time and length of the working day within fixed limits and take time off in lieu

Family Friendly Policies

- Including career break, part-time working, job share, term time working, special leave
- Generous maternity, adoption and shared parental leave

Diversity and Inclusion

- We pride ourselves on being an employer of choice
- We champion diversity, inclusion and wellbeing and aim to create a workplace where everyone feels valued and a sense of belonging

Financial benefits

- Reward and Recognition Scheme
- Employee Benefits Platform offering discounts on a range of goods and services
- Interest-free loans for travel season tickets and bicycles

Other benefits

- Up to 5 days volunteering a year
- Access to occupational health
- Access to Employee Assistance Programme (EAP)
- Free sight test
- Supportive workplace equality and other employee-run networks

The IMA is an independent body that makes sure the rights of EU and EEA EFTA citizens and their family members living in the UK and Gibraltar are upheld following the departure of the UK from the EU.

The IMA has two broad duties as set out in Part 2 of the Withdrawal and Separation Agreements – to monitor and to promote.

- We monitor UK public bodies to make sure they adequately and effectively implement the rights provided for by the Citizens' Rights Agreements.
- We promote the adequate and effective implementation and application of the Agreements by holding public bodies to account where there is not full compliance.

The IMA is an independent arms-length body of the Ministry of Justice.

Further information can be found at: <https://ima-citizensrights.org.uk/>

We encourage applications from people from all backgrounds and aim to have a workforce that represents the wider society that we serve.



Our Vision and Values

We ensure the rights of EU and EEA EFTA citizens, and their family members, are at the heart of UK public bodies' work.

Our values inform the way we work. Our values reflect:

- our **independence** from government
- our **willingness to listen** to people and public bodies
- our **transparency** in the way we work
- our ability to make **impartial** decisions
- our **people centred approach** which places people at the heart of everything we do



Selection Process

This vacancy is using [Success Profiles \(opens in a new window\)](#), and will assess your Behaviours, Strengths and Experience.

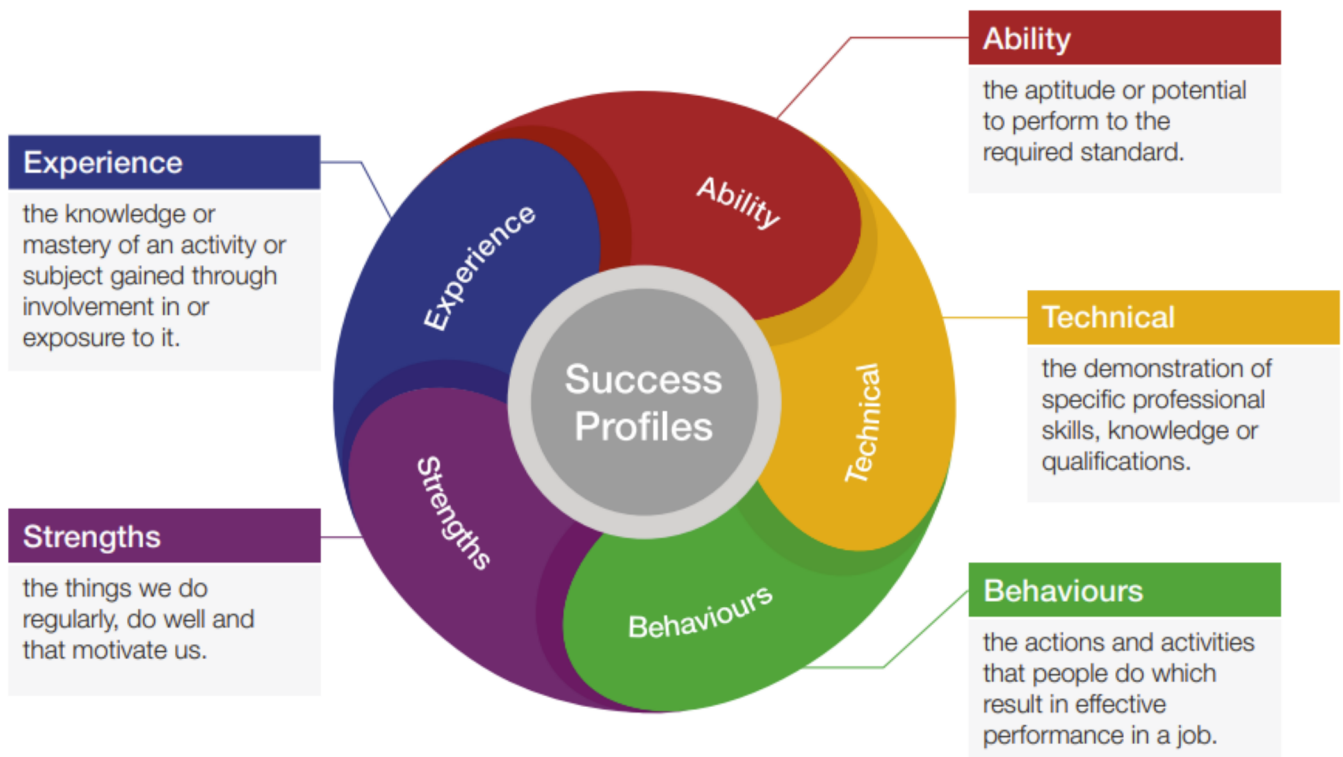
As part of the application process you will be asked to complete a Summary of your Job history and previous skills and experience and personal statement. Further details around what this will entail are listed on the application form.

Please note that your personal statement should demonstrate your suitability in no more than 750 words that highlights the reasons you are interested in the role and how your experience makes you the best candidate. You should also refer to the essential requirements, qualifications and behaviours for the role.

At interview, you may be asked to prepare and deliver a presentation details of which will be given to you in advance.

Feedback will only be provided if you attend an interview.

What are the elements of the Success Profile?



To make an application you are required to complete an application through our recruitment portal. You will be updated on your progress via the email address you register with. Please check your Junk Mail and Spam folders to make sure you don't miss any future correspondence.

Closing date for applications: 04 March, 2024.

Your application must be submitted before 23:55 on the closing date.

Interviews have been provisionally scheduled for w/c 11 or 18 March, 2024

Interviews will be held in person at the Civic Centre, Oystermouth Road, Swansea, SA1 3SN. Interviews are usually conducted in English.

If you require any reasonable adjustments to be able to attend or undertake an interview, please contact HR@ima-citizensrights.org.uk