



Job Title:	Pupil Barrister		Contract Type:	Fixed Term (12 months)
Grade:	EO	Salary range:	National £27,223 - £28,613 London £31,169 - £32,760 New entrants to the Civil Service will be expected to join the minimum of the pay range.	
Location:	Darlington, Manchester, London (North Eastern, Northern, South Eastern Circuits)			
Directorate/Team:	Public Defender Service			
Working Pattern:	The post is supported by the Ministry of Justice flexible working policy and includes colleagues who work flexibly, remotely, part time or as part of a job share, etc.			

The Public Defender Service

The Public Defender Service (PDS) is a department of the Legal Aid Agency (LAA) that operates alongside private providers delivering a full range of high quality, value for money services within the criminal defence market.

As a result of its participation in the criminal justice system, the PDS contributes credible and expert advice to the government on service and policy development which affects the sector and acts as a test-bed for innovation and quality improvements.

PDS operations provide a critical safeguard against market failure across England and Wales, thereby ensuring the LAA fulfils its statutory responsibility to ensure continuous access to justice.

Key purpose of this role

As a Pupil Barrister, you will undertake a programme of practical training required to become a fully qualified practicing barrister.

Job Summary

Successful candidates will be required to complete their Circuit Inn advocacy training course and the Bar Standards Board professional ethics course. At the end of the period of work-based pupillage you must be for signed off as having the knowledge, skills and attributes a barrister needs.

Key Responsibilities:

During the first six months (Non-Practicing Period) you will be required to:

- Carry out research for your pupil supervisor and other members of the Team.
- Undertake written work for your pupil supervisor and other members of the Team.
- Attend conferences and consultations with your pupil supervisor and other members of the Team.
- Undertake written work as instructed by providers or on behalf of your pupil supervisor and other members of the Team.

- Assisting and supporting your pupil supervisor and other members of the Team in the preparation of cases for court or tribunals.
- Accompanying your pupil supervisor and other members of the Team to courts, tribunals or conferences to gain experience by observing and assisting them.

During the second six months (Practicing Period) you will be required to:

- Meet providers and clients and conduct cases before courts and tribunals.
- Research the law and cases.
- Read witness statements, reports and all case papers.
- Offer legal advice and give opinions as required.
- Negotiate and conduct discussions out of court.
- Prepare legal arguments and documents for court hearings.
- Question witnesses and make submissions to judges and juries.
- Report back to providers orally and in writing the results of case and any issues that might need to be addressed.

Generally you will be required to:

- Comply with the duties of pupils as set out in section 801 of the Code of Conduct for the Bar and Part V of the Consolidated Regulations.
- Register your pupillage with the Bar Standards Board prior to commencement.
- Comply with the requirements of the Pupillage Handbook.
- Complete the pupillage checklist throughout your pupillage, and particularly at the end of the first and second six months of pupillage.
- Submit certificates of satisfactory completion of your pupillage and completed checklists to the Bar Standards Board.
- Maintain a portfolio of work and a work diary.
- Complete compulsory advocacy training and the Practice Management Course.
- Planning and reviewing pupillage activities with supervisors.
- Arrange and attend professional courses and activities as may be prescribed by the Bar Council and your Inn of Court.
- Maintain detailed records of all work carried out.
- Any duties as reasonably required by your pupil supervisor.
- Undertaking Free Representation Unit casework and related duties as reasonably required.

Essential Criteria:

- Legal knowledge including legal principles, court procedures and government regulations.
- Excellent verbal communication skills.
- Sensitive listening skills.
- Analytical thinking skills.
- To be thorough and pay attention to detail.
- The ability to think clearly using logic and reasoning.

- The ability to accept criticism and work well under pressure.
- Skills to be able to present arguments and submissions persuasively.

Essential Qualifications:

You will need to provide clear documentary evidence that you have:

- satisfactorily completed the academic and vocational training components;
- are a member of an Inn;
- have registered your pupillage with the Bar Standards Board (Authorisation Framework).

Your benefits with us

- Upon successful completion of the training programme, you will be a fully qualified barrister.

Our commitment to Diversity and Inclusion

We are committed to diversity and inclusion and we positively promote flexible working.

We will consider all applications on merit regardless of age, disability, gender identity, sexual orientation, socio-economic background, religion, ethnicity, preferred working pattern and, except for exceptional circumstances, your working location.

As a Disability Confident organisation, we will offer a guaranteed interview to candidates with a disability who meet the essential criteria for this role. Under the Equality Act 2010 a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities which has lasted, or is expected to last, at least 12 months.

Please indicate on your application if any reasonable adjustments are required, and the recruiting manager will be in touch to make the necessary arrangements.



Assessment approach

Application and Assessment Process
<p>Recruitment will follow the Success Profiles Framework https://www.gov.uk/government/publications/success-profiles</p> <p>Technical</p> <p>To be eligible for this role, you must provide evidence that you have completed the above essential qualifications.</p> <p>Behaviours</p> <p>You will be required to submit your CV and a statement of suitability for the role and demonstrate the following forms of behaviour at level 2 – EO:</p> <p>Communicating and Influencing</p> <p>You will be expected to be able to communicate clearly and concisely both orally and in writing. You should take time to consider the best communication channel to use for the audience, including making the best of digital resources and considering value for money. You will be able to interact with others in an enthusiastic way, expressing ideas clearly and with respect for others, and listening to and appreciating different ideas, views and ways of working. You should</p>

respond constructively and objectively to comments and questions and be equipped to handle challenging conversations with confidence and sensitivity.

Working Together

You will be expected to develop a range of contacts outside your own team and identify opportunities to share knowledge, information and learning. You should show genuine interest when listening to others, and contribute to an inclusive working environment where all opinions and challenges are listened to and all individual needs are taken into account. You ensure that it is clear that bullying, harassment and discrimination are unacceptable. You will offer support and help to colleagues when in need, including consideration of your own and their wellbeing. You will adjust ways of working to aid cooperation within and between teams in order to achieve results.

Delivering at Pace

You will regularly review the success of activities in the team to identify barriers to progress or challenging objectives, and will identify who and what is required to ensure success, setting clear goals and areas of responsibility and continually assess workloads, considering individual needs. You will follow relevant policies, procedures and legislation to complete your work, and will ensure that colleagues have the correct tools and resources available to them to do their jobs. You should have a positive and focused attitude to achieving outcomes, despite any setbacks, and will regularly check performance against objectives, making suggestions for improvement or taking corrective action where necessary. You should ensure that colleagues are supported where tasks are challenging.

Interview / assessment Process

If you are successful at the application stage, you will be invited to an interview via Microsoft Teams. At the interview, we will assess the behaviours listed above and the strengths applicable to the role.

If you would like more information on this opportunity, please contact pds.businesssteam@justice.gov.uk