



HM Courts &  
Tribunals Service

# National Trainee Legal Adviser Scheme March 2022





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# HM Courts & Tribunals Service

## Justice Matters

***‘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 a further 100 Trainee Legal Advisers 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 our recovery efforts’.***



Kevin Sadler

Acting Chief Executive of HMCTS.

# Diversity & Inclusion

I am a trainee legal adviser, having been in the role for just over 2 months. I chose to apply for the role due to an interest in criminal law however neither the prospect of working solely as prosecution or as defence appealed to me. By contrast, this is a role which places me at the heart of the Criminal Justice System and allows me to have a healthy work / life balance. The role is varied, carrying opportunities for continuous learning, as well as professional progression. The recruitment process was properly explained at every stage, with HMCTS making the necessary adjustments as a result of Covid (I had my interview via skype!). Thus far, I am enjoying the role and I am excited to continue developing. There is much to learn, however, HMCTS provides the relevant training and I have the support of colleagues who have been in the role for much longer than I. If you are looking into entering a role, which has prospects of being a lifetime career, which is varied, interesting and challenging then I would recommend applying.

Charmaine Kaparamula – Quote from 2020 when a Trainee Legal Adviser.

## 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 - Trainee Legal Adviser

*There were several reasons why I chose to do my training contract with HMCTS. I am interested in Criminal Law, I care about the society in which I live, and I wanted a job that was challenging and varied. Since starting in August, I have not been disappointed.*

*Working predominantly in a Court Room setting, my training has been full on, with no two days, two cases or two defendants the same.*

*It has been a steep learning curve but I have been totally supported and encouraged by my mentor, my colleagues and my managers. I can't believe I am already five months into my Training Contract.*

*If you want a job that is at the heart of the Criminal Justice System, that is fast paced, challenging and varied, then I can recommend applying to HMCTS.*

Jane Coady-Ward – Quote from 2020 when a Trainee Legal Adviser

**Pay Range :** EO - £25,118 pa (National) to £28,313 pa (London) – This will increase to £30,451 pa (National) and £34,262 pa (London). Approximately one year of training, providing you achieve competence in certain areas (in line with the HMCTS Legal Advisor Tier Progression Framework), you will progress to an HEO role (with the associated increase in pay).

**Location:** Various – Nationwide. Travel will be expected and base location could change within a region due to business needs. Applicants will be asked to apply to a regional location. Specific base location (Court House) will be allocated by the Recruitment Lead in line with business needs and in accordance with the merit list. There will be no alternative location discussed unless there are exceptional circumstances. Locations will be assigned prior to a conditional offer being made.

## What are my responsibilities?

During the training period, our trainees 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
  - Adult and youth criminal law/and or family law and procedure
- See the full job description here:

[HM Courts & Tribunals Service Trainee Legal Adviser \(hmctsjobs.co.uk\)](https://hmctsjobs.co.uk)

## Training

HMCTS prides itself on providing all trainee 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.

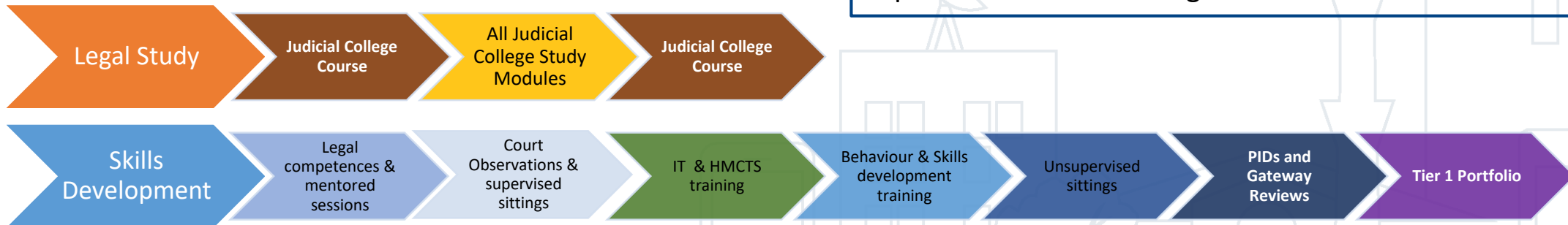
# Legal Adviser Progression Framework

**Legal study** - The Judicial College training programme provides the essential legal training for TLAs and is designed to take approximately twelve months to complete.

**Skills development** – it is expected that a TLA will develop their skills across a range of courts or hearing types during the period of legal study and over the following six to twelve months.

**Qualifying as a tier 1 legal adviser** - Most TLAs will take two years to complete their legal study and develop sufficient professional skills across a range of court types to evidence the expectations of a tier 1 legal adviser.

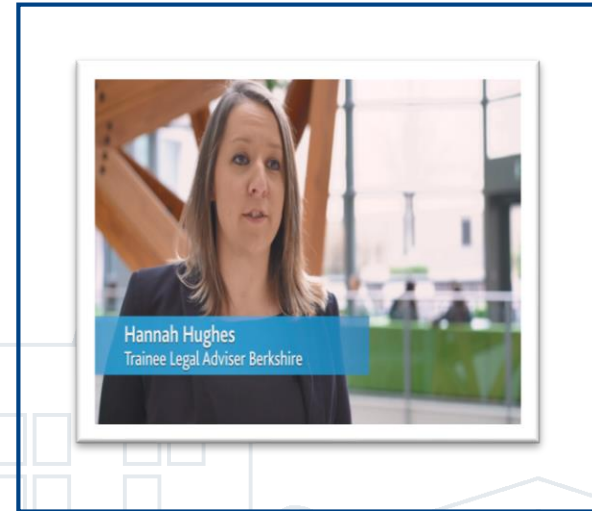
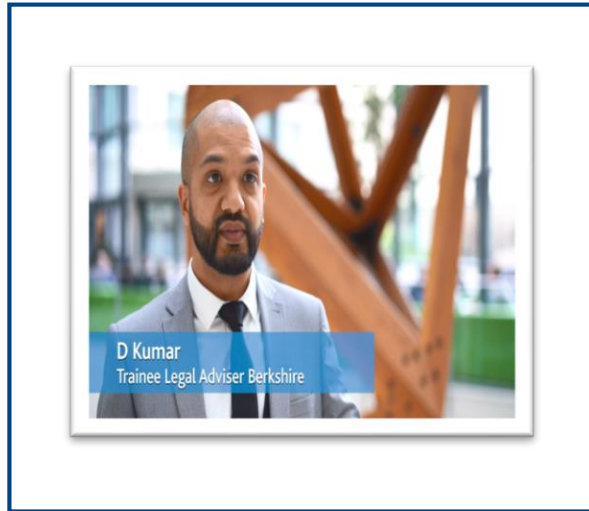
Year One – developing core legal knowledge & professional skills



Year One – developing legal knowledge and professional skills      Year Two – embedding and developing professional skills

# Justice Matters

Meet two of our team. Click on the pictures below to hear Dhee and Hannah talk about the role of Trainee Legal Adviser \*



Learn more about HMCTS values [here](#)

\*The attached videos were recorded in December 2019, since then both candidates have progressed into Tier 1 Legal Advisers.

# Success Profile

*“Judicial independence, impartiality and integrity are pre-requisites of a Trainee Legal Advisers responsibilities. I chose to work for HMCTS as a TLA as it is at the heart of the criminal justice system and ensures that the rule of law is maintained and safeguards the right to a fair trial for all members of our society.*

*The recruitment process allowed a brief insight into the role, especially when preparing the case studies to advise a bench of magistrates. Along each stage of the process, I was informed of the progress of my application.*

*HMCTS is a very welcoming organisation and colleagues across all location have been knowledgeable, reliable and approachable. The role of TLA is unique, diverse and highly rewarding. There are clear processes in place for career progression that assist with short, medium and long-term ambitions.*

*If you are considering applying for a TLA role with HMCTS, take my advice and apply. You have nothing to lose and potentially everything to gain, including a contract of employment and a training contract.”*

Adnan Zulfiqar quote from  
2020 when a Trainee Legal  
Adviser

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



# 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 2 Behaviours on the framework for an EO:



WORKING TOGETHER - **Application and Interview**



MAKING EFFECTIVE DECISIONS - **Application and Interview**



COMMUNICATING & INFLUENCING - **Application and Interview**



DELIVERING AT PACE - **Interview**



MANAGING A QUALITY SERVICE - **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 or, a potential to develop such knowledge and understanding



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

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

## PRESENTING QUALIFICATIONS



Candidates can be currently studying for the appropriate qualifications at the point of application but must be able to evidence their final certification at the point of an offer being made to be able to proceed to appointment. Candidates who cannot evidence the correct certification at the point of offer will be removed from the process. We anticipate offers being made in September 2022.

To be eligible to apply for this post, candidates must have passed the academic stage of qualification to become a barrister in England and Wales, or a solicitor of the Senior Courts of England and Wales, or a Fellow of the Chartered Institute of Legal Executives (CILEX) by virtue of —

- (i) having passed the necessary examinations; (example of which are listed below)
- (ii) having been granted an exemption in relation to the necessary examinations (example of which are listed below) by the appropriate examining body; or
- (iii) any combination of the two;

By way of example, the following list reflects the currently approved academic qualification routes. If you remain unsure whether your qualifications make you eligible please email [LegalRecruitment@justice.gov.uk](mailto:LegalRecruitment@justice.gov.uk) for clarification:

- The Legal Practice Course (LPC) for Solicitors, or BOTH the SQE1 and SQE2 stages of the Solicitors Qualifying Exam; or
- The Bar Training Course; or equivalent for Barristers; or
- The CILEx Level 3 Professional Diploma in Law and Practice and the CILEx Level 6 Diploma in Law and Practice; or
- The CILEx Graduate Fast Track Diploma; or equivalent for Graduate Membership of CILEx.



# 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 work-place 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



Be motivated to maintain relevant legal knowledge

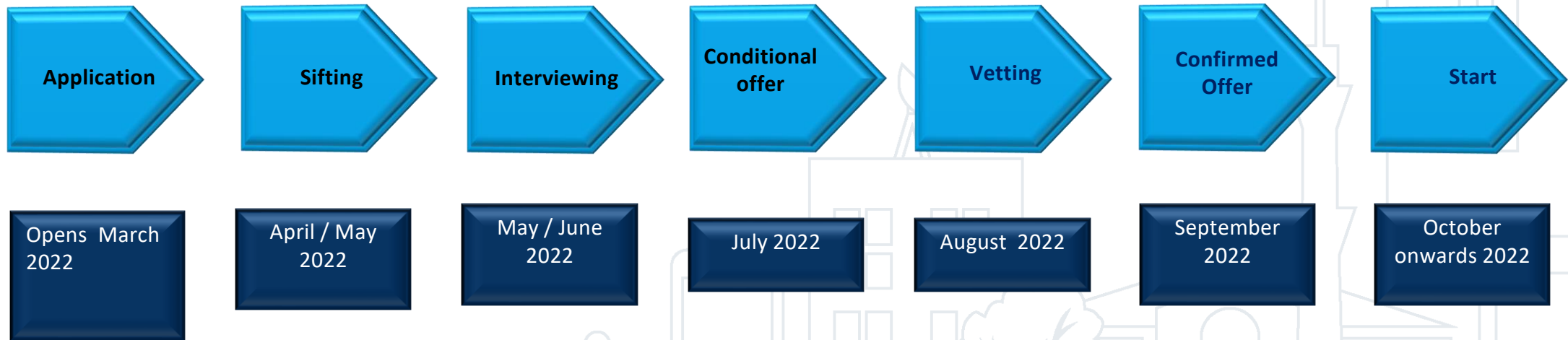


A commitment to a career as a lawyer practicing Criminal, Civil and Family law with HMCTS



# Recruitment Process

## EXPECTED TIMELINE



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.

# The Recruitment Process

**Applications must be submitted by the closing date listed in the advert**

## APPLICATION

Apply using the Application form on the Civil Service Jobs advert. Your application should contain your work history and qualifications, including key responsibilities and achievements. Failure to provide details on your application form that you meet the academic eligibility criteria will result in your application being withdrawn.

## SIFTING

Applications will be sifted on the behaviours outlined in slide 8. In the event of excessively high volume, applications will be sifted on the lead behaviour of communicating and influencing.

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](#)

## INTERVIEW

Successful candidates will be invited to the final stage of the recruitment process, which will be an assessment and interview.

The final panel interview will consist of experienced Legal Advisers/Justices' Clerks and representatives.

The Interview process will include a legal scenario assessment to help us assess your ability to work effectively in an HMCTS court.

Successful candidates will be offered a position– subject to pre-employment checks. on the HMCTS Trainee Legal adviser Scheme with a start date of October 2022 onwards.

# The Recruitment Process

I chose the Trainee Legal Adviser role within HMCTS given its unique and diverse opportunities to demonstrate problem solving, judicial/legal/administrative decision-making skills, and to understand the justice system. A robust foundation is offered during the training period enabling you to become a competent Legal Adviser. If you are able to provide tenable advice to ensure justice is carried out appropriately and in a timely fashion and you want to flourish in a dynamic and driven environment this is certainly a career to consider.

D Kumar a  
Trainee Legal Adviser as  
at 2020

## MULTIPLE APPLICATIONS

For our 2022 Trainee Legal Adviser campaign, applicants will be asked to apply to a regional location. **You may only apply for a role in one Regional location.** If you are prepared to work in more than one region, you may state your first and second preference in your application. All candidate applications will only be sifted once and only one interview will be offered. The interview will most likely be held in the region of your first preference depending on interview schedules. If multiple applications are received from any candidate, the application time-stamped the earliest will be the only application accepted. Any remaining applications will be discounted.

## ALLOCATION OF BASE LOCATION

Applicants will be asked to apply to a regional location. 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 exceptional circumstances. Locations will be assigned prior to a conditional offer being made.

## FEEDBACK

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

## 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 11 for required Post Graduate qualifications.

## 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 or, allowing more time for an interview

## 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 Trainee Legal Adviser vacancies, which could be offered to candidates on a reserve list without having to re-apply.



# Eligibility – Qualifications and Right to work

## Post Graduate Qualifications

Candidates can be currently studying for the appropriate qualifications at the point of application but must be able to evidence their final certification at the point of an offer being made to be able to proceed to appointment. Candidates who cannot evidence the correct certification at the point of offer will be removed from the process. We anticipate offers being made in September 2022.

For further information on whether you are eligible to apply, please visit [Gov.uk](https://www.gov.uk)

All qualifications must be successfully completed, with results provided to the Recruitment Team at [MoJ-recruitment-vetting-enquiries@gov.sscl.com](mailto:MoJ-recruitment-vetting-enquiries@gov.sscl.com).

We will check for all certificates and academic qualifications (or evidence that these are due to be completed within the stipulated timeframe), if successful and invited to interview. It is the responsibility of the candidate to provide supporting evidence of their eligibility regarding qualifications. Any candidates who are unable to provide confirmation of passing their required qualifications, and /or found to not meet the academic eligibility criteria will be removed from the process.

HMCTS does not offer sponsorship for vocational qualifications.

## Nationality and Immigration

The HMCTS Trainee Legal adviser 2022 scheme is broadly open to the following groups;

- UK nationals
- Nationals of Commonwealth countries who have the right to work in the UK
- Nationals of the Republic of Ireland
- Nationals from the EU, EEA or Switzerland with (or eligible for) status under the European Union Settlement Scheme (EUSS)
- Relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service
- Relevant EU, EEA or Turkish nationals who have built up the right to work in the Civil Service
- Certain family members of the relevant EU, Swiss or Turkish nationals.

This is in accordance with the Civil Service Nationality requirements. In addition to meeting the Civil Service Nationality requirements, candidates must have the right to work in the UK. If you do not have existing right to work in UK, or you are not eligible for status under the EUSS. As HMCTS prosecutes cases in courts throughout England and Wales, for those candidates specifying a preference for posts 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.

## Working for the Civil Service

The [Civil Service Code](#) sets out the standards of behaviour expected for civil servants. We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

# 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 completion of 5 years' service. This is in addition to 8 public holidays.

This will be complimented by one further day paid privilege entitlement 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.

## Season Ticket and Bicycle Loan

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

## 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](#).

## Contracted Hours

Your contracted hours are 37 hours excluding lunch breaks.

You will be required to work those hours over five days, including Saturdays and Public Holidays and due to the nature of this post you may be required to work additional hours to enable the courts to perform their statutory tasks and duties.

This may be on a rota basis or could be as directed by your management team. You will normally be given a minimum of one weeks' notice if required to work on a Saturday or Bank Holiday but should a business need arise you may be directed without such notice.

## 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 EO Legal Trainee grade is classed as mobile.

## 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:

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

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

## 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. Do you offer funding or sponsorship for the BPTC / LPC?

No. We do not offer sponsorship and candidates must have completed or be due to complete their BPTC / LPC ahead of the proposed start date.

## 7. I have a third class undergraduate degree, am I able to apply?

No. Applicants must have a minimum 2:2 undergraduate degree in order to apply for the scheme.

## 8. 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.

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

## 10. 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.

## 11. 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.

## 12. 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. 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](http://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.

*HMCTS provide comprehensive training programmes which gave me a clear understanding of the specifics of my role, health and safety protocol, and what is expected of me as a civil servant. The role allows for a fantastic work life balance which is often uncommon for legal professionals, especially when completing their training contract. The salary, pension rate and holiday entitlement far exceeded what I was expecting when leaving university, and there are clear opportunities for career progression.*

Jonathan Evans  
Trainee Legal Adviser  
since 2020

# We are HMCTS

We are HMCTS, we keep justice going, day in day out. We are here for those who need us, and through our work we help to keep everyone safe. Our work is important, when all else fails justice stands alone, and we are proud to serve.

We are here to open the doors, to make the connections, to plan the day, to bring everything together. The people, the process, to make things happen. By doing our job well, we know we can make a real difference, every single day.

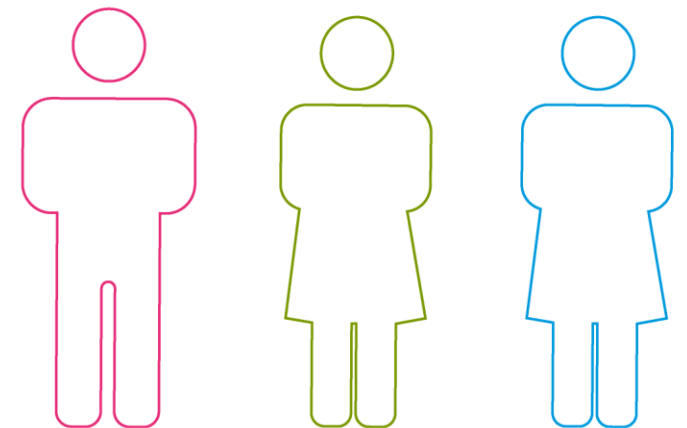
We are HMCTS, we're stronger together, in our difference and in the things that unite us, we belong, we're innovators, collaborators, forward thinkers, relentlessly we find a way always.

We are HMCTS, proud to serve, proud to keep justice going.

<https://hmctsjobs.co.uk/roles/>

Take a look at this video "Being a Witness in Court" that has been created to help individuals who are preparing to go to court and also provides a useful insight into working as a Trainee Legal Adviser in a Magistrates court.

<https://www.youtube.com/watch?v=Pyb-ZFE4URs>



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

**If you have any questions please contact:**

[MoJ-recruitment-vetting-enquiries@gov.sscl.com](mailto:MoJ-recruitment-vetting-enquiries@gov.sscl.com)

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

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

The background features a light blue and white color scheme. At the top, there are two simple line-art clouds. Below them, a faint city skyline is visible, including a building with a grid of windows, a tree, a church with a circular window, and a tall building with a vertical line. In the foreground, there are icons for a person, a smartphone, and a tablet with two people on the screen.

### **Further information**

Appointment to the Civil Service is governed by the Civil Service Commission's Recruitment Principles. If you feel a department has breached the requirement of the Recruitment Principles and would like to raise this, please contact SSCL ([Moj-recruitment-vetting-enquiries@gov.sscl.com](mailto:Moj-recruitment-vetting-enquiries@gov.sscl.com)) in the first instance. If the role has been advertised externally (outside of the Civil Service) and you are not satisfied with the response, you may bring your complaint to the Commission. For further information on bringing a complaint to the Civil Service Commission please visit their web pages:

<http://civilservicecommission.independent.gov.uk/civil-service-recruitment/complaints/>