

Serious Fraud Office

Candidate information pack for Band B - Principal Investigative lawyer

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Welcome from the Director



Nick Ephgrave QPM
Director of the SFO

The SFO investigates and prosecutes the most serious and complex fraud, bribery and corruption, and pursues the proceeds of crime, and compensates victims where possible.

As a Principal Investigative Lawyer, you will have the opportunity to make a significant contribution by providing strong leadership to drive cases forward delivering high quality outcomes by collaborating with a variety of internal and external stakeholders worldwide.

We are looking for energetic, decisive individuals who are credible and empathetic leaders with the ability to manage and prioritise work. If you have the skills and energy to make a difference, we look forward to receiving your application.

Background to the Serious Fraud Office

The Serious Fraud Office (SFO) is a specialist prosecuting and investigating authority that tackles the top level of serious or complex fraud, bribery and corruption.

We are part of the UK criminal justice system covering England, Wales and Northern Ireland, but not Scotland, the Isle of Man or the Channel Islands.

The SFO is superintended by the Attorney General in accordance with a Framework Agreement between the Law Officers and the Director of the Serious Fraud Office.

We take on select economic crime cases. In considering whether to authorise an investigation the Director will take into account the actual or intended harm that may be caused to:

- the public, or
- the reputation and integrity of the UK as an international financial centre, or
- the economy and prosperity of the UK

and whether the complexity and nature of the suspected offence(s) warrants the application of the SFO's specialist skills, powers and capabilities to investigate and prosecute.

We both investigate and prosecute our cases. We have specialist powers because these kinds of cases are complicated and lawyers and investigators need to work together closely from the outset.

We work closely with other UK and international regulatory, law enforcement and prosecution partners as well as other UK Government departments.

The SFO has accomplished a number of major results in recent years, including



Our Values



Values

Our values – **PROFESSIONAL**, **COLLABORATIVE** and **INNOVATIVE** – are our moral compass. They guide the work and behaviour of every member of staff at the SFO.

Identity

The characteristics of our identity – **CONFIDENT**, **STRONG**, **DYNAMIC** and **PRAGMATIC** – shape how we strive to work and serve as partners.

About the Role

This is an interesting and engaging role, providing legal expertise to bring our cases to a successful outcome. As a Principal Investigative Lawyer, you will be part of a team comprising investigators, accountants, digital specialists, and financial investigators and will progress cases by leading and managing teams and providing high quality legal advice.

As a Principal Investigative Lawyer, your job will typically include:

- Providing advice in relation to prosecutions and Deferred Prosecutions Agreements
- Drafting search warrants, attending searches, interviewing witnesses, identifying asset recovery options in tandem with our Proceeds Of Crime team and engaging counsel for trial and disclosure work
- Engagement with overseas law enforcement and prosecuting agencies, with possible travel
- Enhancing your technical skills through working with digital evidence (training to use our software will be provided)
- Drafting case strategy, key decisions, team building and outcomes
- Working on a variety of cases to expand your career experience.

Key Responsibilities

- **Leadership and contribution to the SFO:** managing teams and providing direction, demonstrating ability to progress cases efficiently and effectively and manage performance conversations with teams to achieve this. Visibly promoting the SFO values and representing the organisation positively through innovation and engagement with internal and external stakeholders.
- **Case strategy and decision making:** Providing legal advice to the case team and other stakeholders to influence the investigative strategy and manage risks. Analysis of evidential gaps; providing charging advice; drafting requisitions; witness statements; case summaries; instructions to counsel and briefing notes.
- **Investigation:** Working as part of a team comprising investigators, accountants, digital specialists, and financial investigators, utilising the full range of investigative tools and conducting interviews, drafting witness statements and attending searches.
- **Disclosure:** in some cases performing the role of disclosure officer or deputy disclosure officer including working with digital specialists to agree strategy and timelines.
- **Legal advice to shape case outcomes:** Providing legal advice including around arrest, searches, interviews, mutual legal assistance, disclosure, legal professional privilege, charging, trial, appeals and acting as the designated Prosecutor where required.

Person Specification

The SFO uses Success Profiles alongside [Leadership in Action](#) to attract, develop and retain leaders with talent and experience from a range sectors and all walks of life, in line with the wider Civil Service.

More information about Success Profiles and each of these elements can be found at the following gov.uk website:

<https://www.gov.uk/government/publications/success-profiles>

The selection process for the Band B – Principal Investigator will assess:

Behaviours, Experience and Technical

EXPERIENCE

the knowledge or mastery of an activity or subject gained through involvement in or of an activity or subject gained through involvement in or exposure to it.



TECHNICAL

the demonstration of specific professional skills, knowledge or qualifications.

BEHAVIOURS

the knowledge or mastery of an activity or subject gained through involvement in or of an activity or subject gained through involvement in or exposure to it.

Behaviours

The key behaviours for a Principal Investigative Lawyer and their definitions are below.

For indicators of how these might be demonstrated in the Civil Service at Band B / Grade 7 level please visit:

[Success Profiles: Civil Service behaviours - GOV.UK](#)

- Leadership
- Communicating and Influencing

Technical

Essential Criteria

- You must be a barrister authorised by the Bar Council to practice in England and Wales OR a solicitor, admitted by the Solicitors Regulatory Authority and authorised to practice in England and Wales with a minimum of 2 years PQE.

Experience

Essential criteria

- Delivering successful case outcomes and demonstrating leadership in a complex, multi-strand legal or investigative environment
- Ability to assess significant amounts of complex information, distil it down to the key points and communicate clearly in writing and orally
- Effective decision making and influencing stakeholders and staff in complex, fast-moving environments.

Desirable criteria

- Experience of managing large quantities of data using software tools and review databases
- Written and/or oral advocacy in courts and/or tribunals
- Advising on and/or delivering disclosure under the Criminal Procedures and Investigations Act 1996.

The Selection Process

How to Apply

Please complete the online application process via the link on the advert.

As part of the application process, you will be required to provide:

- **A CV setting out your career history**, covering any relevant qualifications you hold to demonstrate the essential technical requirement. This is the LEAD criteria for the role and only candidates who meet this will have the remainder of their application considered
- **A personal statement of up to 500 words** that explains how your skills and experience meet **essential and desirable criteria**. Desirable criteria will only be taken into account where it is necessary to further shortlist for interview

The candidates shortlisted for the next stage of the selection process will be those who have clearly demonstrated that they meet the essential experience and technical criteria for the role.

Please note that it will not be possible to provide feedback to applicants who are unsuccessful at the application stage.

Interview

If you are shortlisted, you will be invited to sit a short scenario-based assessment to test your legal knowledge and skills. You will also be interviewed to explore the behaviours, strengths and experience in more depth.

Full details of the interview process will be made available to shortlisted candidates.

A reserve list of candidates who pass the interview will be in place for 12 months.

Eligibility

This post is open to people in the external market, and to existing Civil Servants – including those who are applying on promotion – and those in accredited Non-Departmental Public Bodies who meet the essential criteria.

Nationality Requirements

Open to the UK, Commonwealth and European Economic Area (EEA) and certain non-EEA nationals. From 1 January 2021 this job is broadly open to the following groups:

- UK nationals
- nationals of the Republic of Ireland
- nationals of Commonwealth countries
- European Economic Area (EEA) nationals with (or eligible for) status under the European Union Settlement Scheme (EUSS)
- relevant EEA or Turkish nationals working in the Civil Service
- relevant EEA or Turkish nationals who have built up the right to work in the Civil Service
- certain family members of the relevant (European Union) EU and Turkish nationals.



Conflicts of Interest

Candidates must note the requirement to declare any interests they may have that might cause questions to be raised about their approach to the business of the SFO. They are required to declare any relevant business interests, shareholdings, and positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners. The successful candidate will be required to give up any conflicting interests and his/her other business and financial interests may be published.

Security Clearance

If successful, you will be willing to obtain SC level security clearance. More information about the vetting process can be found by visiting:

[United Kingdom Security Vetting: Applicant - GOV.UK](#)



Salary and Benefits

Appointment: his position is offered as a permanent appointment. Applications from candidates wishing to work full-time, part-time or with flexible working arrangements (including job share arrangements) will be considered.

Location: The role will be based at our offices at 2-4 Cockspur Street, London, SW1Y 5BS, in central London. Please be aware that this role can only be worked in the UK and not overseas. Informal hybrid working arrangements apply and there is an expectation that staff will attend the office regularly. Work pattern and office attendance will be agreed with successful candidates.

Salary Range: £58,083 - £67,473

Pay awards are made in line with current Civil Service pay arrangements. Staff applying on promotion within the Civil Service will usually be appointed to the salary minimum or within 10% of existing salary. Individuals appointed on level transfer will retain their existing salary.

Applicants from outside the Civil Service should be aware that starting salaries will normally be no more than the advertised starting salary.

Pension: 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. 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; for more information, visit <https://www.civilservicepensionscheme.org.uk/joining-the-pension-scheme/>

Leave Allowance: In addition to 8 days of public holidays, a generous annual leave provision of 25 days which increases to 30 days after five years' service plus an additional day in recognition of the King's Birthday and the option to buy or sell up to five days' leave per year. Different terms may apply if you are already a Civil Servant. The allowance is pro-rated for part-time staff.

Other Benefits:

- Flexible working arrangements and family friendly policies
- Generous maternity and paternity leave provision over and above the statutory entitlements
- 24-hour access to Employee Assistance Programme – a confidential helpline offering advice on legal, financial, personal and work-related issues
- Interest-free loans to spread the cost of an annual travel season ticket or new bicycle under our cycle to work scheme
- Assistance towards meeting the costs of deposits for privately rented accommodation
- Voucher for eye care and discounted spectacles
- Access to a range of savings and discounts offered via the My CPS
- Access to a range of discounts through membership of the Civil Service Sports and Social Club.

Equality, Diversity and Inclusion

The SFO is committed to equality of opportunity and diversity in all its employment practices, policies and procedures. This means that no employee or potential employee will receive less favourable treatment due to their race, sexual orientation, nationality, ethnic origin, disability, religion and belief, gender identity or marital status. We are committed to the employment and career development of people with disabilities. To demonstrate our commitment we display the following symbol on all our adverts.

As a Disability Confident Employer we:

- have undertaken and successfully completed the Disability Confident self-assessment
- are taking all of the core actions to be a Disability Confident employer
- are offering at least one activity to get the right people for our business and at least one activity to keep and develop our people

Further details of the Disability Confident Scheme can be found at the following webpage: <https://www.gov.uk/government/collections/disability-confident-campaign>

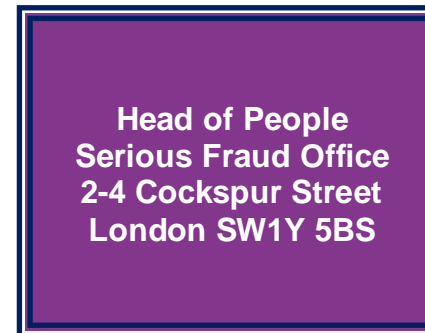
To apply under the Scheme, simply complete the relevant section on the application form.



Civil Service Commission's Recruitment Principles

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. More detailed information can be found at the Civil Service Commission website <http://civilservicecommission.independent.gov.uk>

Complaints/Appeals



Whilst there is no appeal against the selection decision, individuals have a right to appeal if they feel that the principles of appointment on merit through fair and open competition and the Civil Service Commissioners' recruitment principles have not been met. You should initially raise your grievance with the SFO's Head of People. You should receive a response within 14 days.



If, after an internal appeal, you still believe that the Civil Service Commissioners' Principles have not been met, then you can contact the Commission directly in writing.