

The Scottish Legal Aid Board

General Information for Job Applicants

Please also refer to the information available for applicants on our [recruitment portal](#), information in the job advert and in the job description / person specification. Note that this information is provided for guidance only and does not form part of the conditions of employment. Further information about the Scottish Legal Aid Board (SLAB), including who we are and what we do, can be found at www.slab.org.uk

For further information, please contact our HR Department on 0131 240 2027 or email recruitment@slab.org.uk

Eligibility to work for SLAB - nationality rules

As a Public Service organisation the Scottish Legal Aid Board (SLAB) is not restricted to employing UK nationals, Commonwealth citizens and nationals of the member states of the European Economic Area (EEA). Therefore, as long as you have the appropriate visa to prove that you have the right to work in the UK, you should be eligible to apply for any of our advertised vacancies. However, please note that SLAB does not offer sponsorships.

Pre-employment Enquiries

If you are successful after interview/assessment, you will receive a conditional offer of employment while we carry out enquiries (in advance of your proposed start date) to ensure that you are qualified for appointment.

Any offer of employment will be conditional upon:

- *the production of documentary evidence of your identity and your permission to work in the United Kingdom; and
- *the successful transfer of any work permit to the Scottish Legal Aid Board (if applicable); and
- the production of your highest level qualification certificates relevant to the position being offered; and
- receipt of two references which are deemed to be satisfactory to SLAB (see “Referees” section); and
- a recent criminal record check from (normally) Disclosure Scotland at the relevant level to the role applied for (see “Criminal Record Checks” section), to be provided within one month from the date of the conditional offer letter; and
- a current valid UK driving licence and supporting check code from the DVLA (further details are provided at the ‘offer’ stage)

*If you are unsure of the documentation you require to confirm your immigration status and permission to work in the UK, you should contact the UK Border Agency on 0870 606 7766, www.ukba.homeoffice.gov.uk. (You will receive information from us at the time of your offer relating to prevention of illegal working, which will detail what documentation would be acceptable for you to provide in order to meet some or all of these requirements).

If we are unable to conclude our enquiries before your proposed start date we will advise you accordingly and propose a new start date - either at that time, or once our enquiries have concluded satisfactorily. If, following our enquiries, we consider that you are not qualified for appointment; our offer of employment will be withdrawn.

Criminal Record Checks

All staff recruited to SLAB are subject to criminal record checks through (normally) Disclosure Scotland. In most cases the Disclosure will be at Basic level. However, certain roles such as that of solicitor are subject to Disclosure at Standard or PVG level because of the level and nature of responsibility their role holds.

A Disclosure is not required at interview stage, but any offer of employment would be conditional on obtaining a Disclosure at a level SLAB considers to be appropriate (and which will normally have been specified in the advert and/or job description for that role). You will receive more information about this process in our offer letter.

For further information about Disclosure Scotland (including what Basic, Standard and PVG Scheme disclosures provide) you should contact www.disclosurescotland.co.uk.

Referees

The offer of employment is subject to our receiving two references that we deem to be satisfactory. We always ask for two references, usually once you have verbally accepted the offer and given your permission for this. If you expressly give permission, we may seek references before this.

You should provide details of two employment references on your online application form - one of which must be your present employer or, if you are not currently employed, your most recent employer.

If you have only had one employer, or if you have never been employed, or if you are still in or have recently left full time education (e.g. within the last 5 years), you should provide the name and address of the last school/college/university you attended with the name and contact details of someone who is familiar with your work, conduct etc. If (and only if) you cannot provide work and/or academic reference details for one or both of the two references required, you should provide us with the details of someone you know who has agreed to provide a character reference.

You can supply more than two referees if you wish and we will decide which of them to approach.

We will request factual information from your employment referees such as dates employed; last position held; reason for leaving; salary and details of work performance ratings, sick absence records and existing disciplinary records (if any).

Academic referees will be asked to provide details of your course work, result achieved or expected, and the referee's impression of your ability in relation to your course work and future career potential.

By submitting your application you are giving consent for us to obtain the information as outlined above. Please note that we may approach additional referees / employers that are included in your application to fully complete our pre-employment checks if we feel this is necessary.

Selection

We use mainly a competency based approach to recruitment. This means that at all stages of the recruitment process you will be assessed against the competencies we consider necessary to do the job. This approach starts from the application stage so it is important that you study the selection criteria carefully before completing your application. Thereafter you should complete your application as fully but concisely as possible to demonstrate how you meet the requirements of the post. Details of the competencies relevant to the post can be found in the Job Description / Person Specification and some further information is available in the Competencies Guidance Form.

NB Applicants are expressly forbidden from canvassing the support of SLAB staff, to avoid some candidates receiving an unfair advantage. (SLAB staff are also forbidden from canvassing on behalf of an applicant.)

All applicants are recorded by applicant number rather than name and the manager of the vacancy short-lists all applications against the selection criteria on that basis.

We will invite for further assessment and/or interview those candidates who, from their application, seem best suited to the role. You will be given further details about the selection process if you are invited to interview and/or assessment.

Whatever the result of your application, you will hear from us (normally by email). Please check your emails regularly after the closing date for applications. We may also try to contact you by phone initially - for example to arrange a suitable interview time - therefore it is important that you supply a daytime contact telephone number in your application form if you can.

Any data we collect throughout the selection process will be held and used in accordance with the terms of the Data Protection Act (see "Diversity Monitoring Form" section regarding this).

Interview Expenses

Travel and subsistence expenses incurred during the selection process are the responsibility of the applicant. In particular circumstances SLAB may assist with or reimburse these expenses. If this is the case it will normally be stated in the 'Addition Information Specific to this Vacancy' section.

Diversity Monitoring Form

As an employer, the Scottish Legal Aid Board is committed to equal opportunity in employment in principle and in practice. SLAB has a legal duty to monitor equalities issues (such as gender, ethnicity and disability) relating to its staff and applicants for employment.

In order to obtain information which will help us to meet these duties we ask applicants to complete a Diversity Monitoring form containing questions which ask for details on these and other topics. Please follow the instructions and complete the form. Completion of the form is needed to process your application, however there are "prefer not to say" options for most of the questions if you do not wish to provide this information.

The information obtained from these forms will be "anonymised" and used by staff in Human Resources (HR) for monitoring purposes; to fulfil annual and national statistics requirements; and to assist SLAB to develop its equalities policies. It will not be available to the line manager(s) involved in making the selection decision.

All data collected from these forms will be used in accordance with the terms of the Data Protection Act. We would like to assure you that information is held securely and is treated in the strictest confidence. Access to the data obtained on this form will be strictly limited to the appropriate HR staff who require access to the information for the purposes set out above.

Disability

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities. Further guidance in relation to the meaning of disability and an individual's rights in a recruitment situation is accessible on the Equality and Human Rights Commission website <http://www.equalityhumanrights.com>

If you have a disability this will not be discussed as part of the recruitment process. If you are subsequently the successful candidate, an offer will be made by HR on the condition that all reasonable adjustments needed to accommodate your disability can be met by SLAB. You may, for example, be invited to see the working environment and discuss any possible adaptation with the line manager and HR representative where necessary.

Salary

All salary information stipulated in the job description / person specification will be based on SLAB's current pay position effective from 1 April 2019 and due to be reviewed on 1 April 2020. Any future salary increases are subject to Public Sector Pay Policy, Scottish Government approval of an affordable pay remit, SLAB's negotiations with the Union on pay reviews and SLAB's own pay policy.

Hours of Work and Working Pattern

Solicitors will work on average 37 hours a week on shift. Due to the nature of the work, solicitors will need to work such hours to include attendance at police stations, including those outside normal business hours (9am and 5pm) and out-of-hours telephone advice to individuals, PDSO clients and potential PDSO clients.

You will be required to work any day of the week including overnight and at weekends and you must be available to work different shifts, albeit that some may be available on a homeworking basis. This means that you will effectively have no 'normal' hours or pattern of work as your hours will vary on a regular basis in accordance with SLAB's requirements to cover the SCL on a 24 hour / 7 day week basis throughout the full year.

Your hours to be worked per week will be detailed in a shift rota which will set out the working patterns for the SCL throughout the coming year. The rota will normally be provided well in advance, bearing in mind the Health and Safety regulations relating to shift working. SLAB will also try to accommodate any preferences for working hours (within reason) in advance of the rota being finalised, in line with our flexible working ethos.

We may consider part-time working on a job share basis only. When completing an application form for these vacancies, at the section headed "Working Pattern" if you select the option 'Part-time' or 'Both' you will see a further section asking you to choose your preferred part-time working pattern. Please ignore these working pattern options as they are not relevant to the SCL roles. Further information regarding hours per week and working patterns may be discussed at interview.

Pension Scheme

A 6% contributory defined benefit pension scheme is in operation, the terms of which are in line with public service pension schemes.

Holiday Leave Entitlement (pro rata for part-time staff)

New employees receive a leave entitlement of 34 days per year, rising to 42 days after 5 years' service. SLAB normally has nine compulsory leave days which are included in the holiday entitlement. These days fall on SLAB's declared public/privilege holidays which are detailed in the employee's terms and conditions of service.

Probation

You will be required to serve a minimum probationary period of 6 months and confirmation of your appointment is dependent on the satisfactory completion of this probation period in terms of performance, conduct and attendance.

Retirement

SLAB's retirement policy allows all employees to choose to continue to work beyond SLAB's current pensionable retirement age and the current state pension. Continued employment will remain subject to the normal rules concerning performance, conduct and attendance.

Outside Activities

If you have, or wish to take up, any other employment or interest (paid or unpaid) in any other business, you must inform the HR Department in writing. We will consider whether this is likely to affect your capacity (positively or negatively) to carry out your work or if it could be contrary to SLAB's interests.

SLAB has a Code of Conduct which all staff must follow.
