



# Public Law Project

Information Pack

SUMMER RESEARCH  
FELLOWSHIP (PAID)



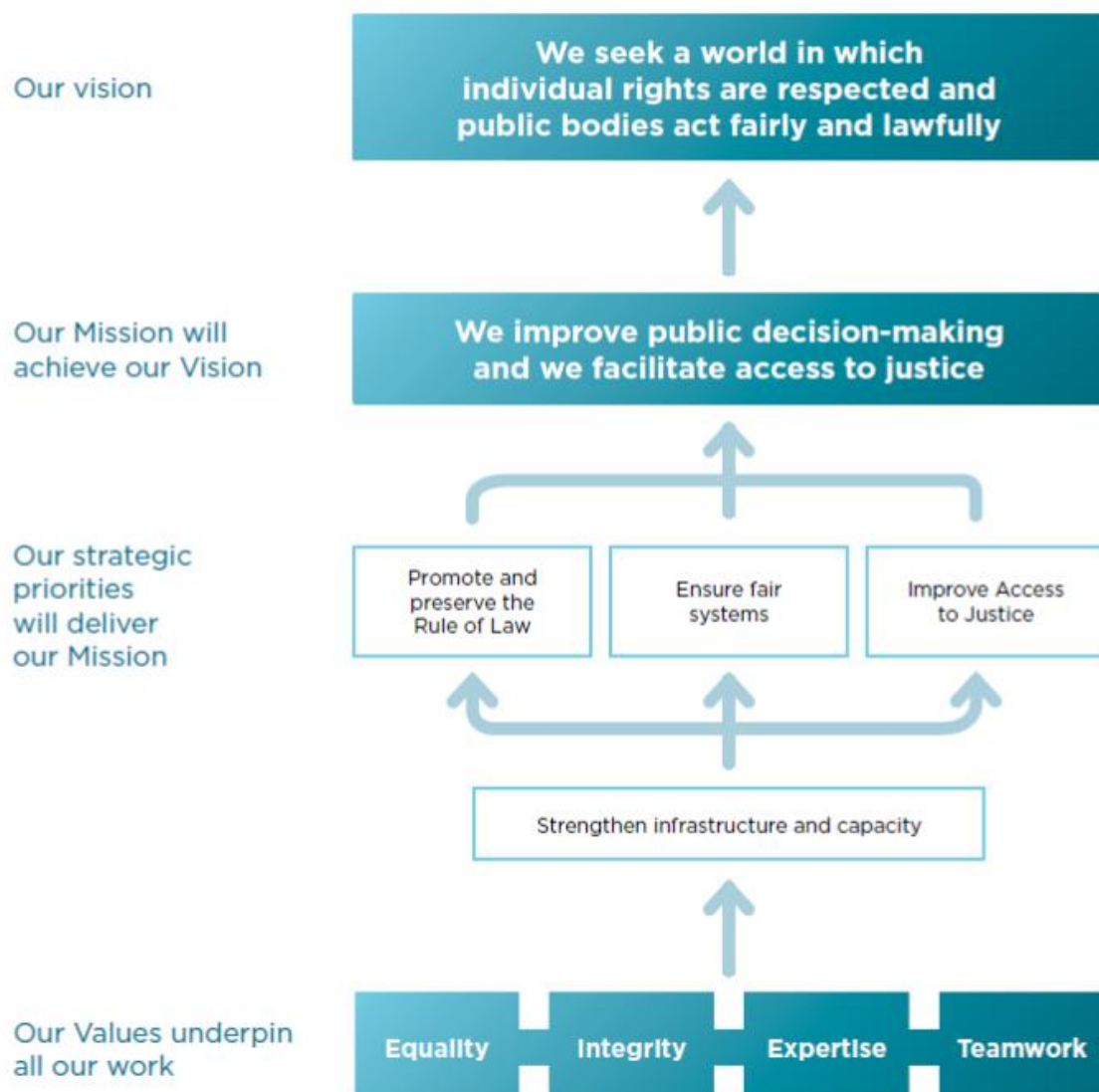
## What is PLP

Public Law Project (PLP) works to ensure people who are disadvantaged and marginalised can hold the state to account. For almost 30 years we have helped civil society, advisers and lawyers use the law to prevent abuses of power and improve access to justice in England and Wales. We employ specialist lawyers who represent individuals, campaign groups and charities, often in high profile, high stakes, public interest litigation. Our researchers work in partnership with the UK's leading academic institutions, and we run a national programme of conferences and training.

PLP is growing. We are expanding our operations and developing our in-house expertise to meet some extraordinary challenges and opportunities; from austerity to Brexit, from benefit sanctions to an unprecedented programme of justice reform.

Can you help us achieve access to justice?

## Vision, Mission & Values



## Employment information

**Job title:** SUMMER RESEARCH FELLOWSHIP (PAID)

**Contract term:** Full-time, fixed-term (four months), starting as soon as possible.

**Location:** Central London (currently Kings Cross), open to remote working.

**Hours:** Full time (35 hours per week). Part time applications will be considered for the right candidate.

**Salary:** £24,000 per annum.

**Leave:** A full time member of staff has 25 ordinary annual leave days each year in addition to bank holidays (usually 8).

**Notice period:** Notice period is one month.

**Payment method:** Payment is made by electronic transfer on or shortly before the 15<sup>th</sup> of each calendar month covering payment for that same calendar month.

### **Flexible working:**

PLP is a family friendly employer. We are open to flexible working arrangements including those that will enable the post-holder to accommodate their care responsibilities.

PLP employees may be requested to attend occasional evening meetings. However, PLP recognises that post holders may have other commitments and seeks to be as flexible as possible in this regard. In addition, reasonable notice will be given of such commitments outside normal working hours where possible, and time off in lieu may be taken by arrangement.

*These details are provided for information only and do not form part of an employment contract or job offer.*

## **Job Description: SUMMER RESEARCH FELLOWSHIP (PAID)**

PLP is looking to appoint a paid Summer Research Fellow, for a period of 4 months, starting as soon as possible. The Fellow will support the research team generally, with a particular focus work relating to Brexit and public law.

### **About research at the PLP**

PLP's research team is made up of Research Fellows, who focus on specific projects and are led by the Research Director. This scheme provides an opportunity for legal researcher/lawyer to develop their research skills in a fast-paced environment.

The Research Fellow will be under the management of PLP's Research Director, Dr Joe Tomlinson and will work with other researchers at PLP, as well as the casework team and other members of the team.

The Research Fellow will be committed to sharing PLP's core values and to working to the high standards expected of PLP research. At the same time, PLP will ensure Research Fellows are introduced to the work of PLP, given appropriate credit for all work, and carefully supervised.

### **Core tasks for the Research Fellow will include:**

- Assisting in the coordination and organisation of research activities.
- Contributing to the production of high quality research in their areas including, where appropriate, assisting with desk-based research, literature reviews, data analysis, drafting of proposals and submissions, report writing and drafting of articles, social media content etc.
- Assisting in the management and co-ordination of events.
- Attending meetings with external groups or partners, including government, legal profession and NGOs.
- Working as part of a team with other researchers.

Undertake other tasks appropriate to role as requested by the senior management team.

The above is an illustrative but not exclusive list of the primary duties and responsibilities of the role:

## Person Specification: SUMMER RESEARCH FELLOWSHIP (PAID)

Abilities, skills and knowledge	Essential	Desirable
Well-rounded knowledge of UK public law or relevant project subject-matter.	✓	
An LLM in law or related discipline, or equivalent experience (those with experience of social science methods are particularly welcome.)		✓
Exceptional candidates with a first degree or a related subject will also be considered, particularly if they have further experience.	✓	
Some prior experience of a research project, in a practical or academic context, would be of benefit.		✓
Candidates need not be lawyers but must have suitable transferable research skills.	✓	
Ability to analyse complex and detailed materials and draw conclusions in a clear and precise manner.	✓	
Proficient in conducting research through electronic means and resources.	✓	
Very high level of proficiency in English.	✓	
Good administrative, IT, and organisational skills.	✓	

Personal qualities, commitment and values	Essential	Desirable
Commitment to PLP's core values of equality, integrity, expertise and teamwork	✓	
Attitude conducive to working in a small, charitable organisation including the willingness to take on a wide range of tasks	✓	
Collaborative, collegial, and articulate team member.	✓	
Willingness and ability to travel to other parts of the country, occasionally staying overnight and attending evening meetings where required.		✓
Right to work in the UK	✓	

## Application process

PLP is an equal opportunities employer. We welcome applications from individuals regardless of age, disability, gender, marital status, pregnancy/maternity, race, religion and belief, sex or sexual orientation.

Candidates may ask for clarification of elements of the person specification and/or the application process, and may discuss any issues that might impact on how they would be able to undertake the work. PLP will not discuss issues that may give any candidate information that would give them an advantage in their application.

To apply please complete the application form which accompanies this information pack and send it to [hr@publiclawproject.org.uk](mailto:hr@publiclawproject.org.uk). All applications must be submitted using the application form – we will not consider CVs.

**The deadline for applications is: 11.59 pm on Monday 6 May 2019.**

A recruitment panel will be nominated for each vacancy. The recruitment panel will use the completed application form to assess each candidate's ability to meet the essential requirements of the job as set out in the person specification using a scoring system. The highest scoring applicants will be interviewed.

**Interviews will be held: Weeks beginning 6 May and 13 May 2019.**

Further information about the interview process will be provided to successful applicants. Interviews will usually consist of at least one practical test of your abilities relating to the role and a standard interview with a panel of at least two people. Please let us know in advance of your interview if you have a disability which may interfere with your ability to take part in a test and PLP will make reasonable adjustments to ensure the process is fair to all applicants.

Interview questions will be decided in advance based on their relevance to the job description and person specification and scored separately by interviewers. A score sheet will be set in advance, interviewers may only use information from the application form, the interview and any other assessment methods to inform their score.

Applicants who have a disability should note that our current building is located over four floors and regrettably has no lift facilities. If you have a disability which you think may interfere with your ability to do the job as described, please let us know and PLP will make reasonable adjustments both at interview and on appointment.

PLP keeps assessment records/notes for all applicants, whether shortlisted or not, for 12 months. They are stored securely and then destroyed securely after the above period.

All short-listed candidates shall be notified of their selection decision and can obtain feedback from the assessment if they request it. All such requests are dealt with by the Practice Manager who may pass them on to the relevant person if applicable.

## Equality statement of intent

As an employer, PLP will treat all employees and job applicants equally and fairly and will not unlawfully discriminate against them. This also applies to volunteers, interns and anyone undertaking work experience with PLP. Our commitment to equal treatment extends to arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotion and transfers, grievance and disciplinary procedures, demotions, selection for redundancies, dress code, references, work allocation and any other employment related activities. Specifically, PLP will endeavour to ensure that:

- I. Whenever practical, we will recruit and maintain a workforce which broadly reflects the diversity of the community in which we operate and serve. We will ensure that the style and content of our job adverts and recruitment materials convey this commitment, and always includes the statement that "The Public Law Project is an equal opportunity employer".
- II. Subject to cost, we will ensure that job opportunities are advertised widely and to diverse audiences. Where appropriate, PLP will take positive action measures to attract applications from all sections of society and especially from those groups which are under-represented in our workforce.
- III. We treat all job applicants equally and fairly and do not unlawfully discriminate against them. We do this by ensuring that we operate an open and fair recruitment process, and making decisions using selection criteria which do not discriminate.
- IV. We will take every possible step to ensure that employees and volunteers are treated fairly, with the aim of creating a culture that respects and values each others' differences, that is free of discrimination and promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.
- V. We recognise our continuing responsibility to develop the potential of all employees, removing any barriers, bias or discrimination that prevents progression or full contribution to the organisation's performance. We will ensure that selection for promotion, training or other benefit is free from discrimination of any kind and is based on the employee's experience and abilities and the needs of the job.
- VI. We will make clear to all employees, volunteers and trustees that anyone who works for PLP in any capacity is entitled to be treated with dignity and respect, and that unlawful discrimination, intimidation, harassment and victimisation are disciplinary offences which will not be tolerated by the organisation and may lead to disciplinary action. We will provide clear and accessible procedures allowing allegations of such conduct to be promptly and sensitively investigated.
- VII. We will provide flexibility to employees in relation to work requirements that may significantly impact on their personal needs and responsibilities and we will seek, as far as possible, to foster a culture that ensures an appropriate work – life balance. We also aim to be aware of days of cultural or religious significance that employees may wish to observe in an appropriate manner.

## **Privacy notice**

When you apply for a job with PLP we will need to collect information about you including your employment history and contact details so that we can assess your suitability for the role and inform you about the progress of your application.

Your records will be kept securely whilst we consider your application. If your application is unsuccessful, we will keep your data until 6 months after the decision was made. If successful your recruitment information will be kept for 6 years after your last day working with us.

If you opt to provide equal opportunity data to PLP this will be anonymised and retained only as long as is necessary to record the recruitment decision against the anonymised data and no longer than six months.

We do not share recruitment information with third parties.