IMA

For the Citizens' Rights Agreements

Senior Legal Adviser (Grade 6) Information Pack

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Welcome from General Counsel Rhys Davies



I am delighted that you are interested in applying for the post of Senior Legal Adviser at the Independent Monitoring Authority (IMA).

The successful candidate will join the IMA at an exciting time. The role provides an opportunity to contribute to the developing understanding of the Withdrawal Agreement between the UK and the EU.

You will join a small and dynamic team of lawyers and will have the chance to work on a broad range of work. We advise on public law, EU law, immigration law, analyse legislation and conduct litigation on behalf of the IMA. You will work with colleagues across the IMA including advising the Board and the Chief Executive.

We look forward to receiving your application.

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About the role

Job Title	Grade	Duration	Salary
Senior Legal Adviser	Grade 6	Permanent	£71,410 - £82,186 (pay award pending)

Starting salary will normally be offered at the minimum of the band. Existing Civil Servants or those transferring from accredited Non-Departmental Public Body (NDPB) on level transfer will move on current salary or the pay range minimum, whichever is higher up to the maximum of the pay range. If you transfer on promotion, you will move to the new pay range minimum or receive a 10% increase, whichever is higher.

This role is offered on a permanent basis, however, applications for a loan or secondment will also be considered. Applicants seeking a loan or secondment must have secured agreement in principle from their current employer to be released before applying.

Location: The IMA is currently based at the Civic Centre, Oystermouth Road, Swansea, SA1 3SN. However, we will shortly be relocating to Swansea University, Singleton Park Campus, Swansea SA2 8PP.

Candidates invited to interview will be provided with up-to-date details of the interview location and arrangements.

The IMA currently operates informal, non-contractual hybrid working arrangements with a regular requirement to attend the Swansea office. In person working accounts for around 40% of contractual working hours over the course of a year through a combination of time in our Swansea Office, in Government Hubs or through direct contact operational activity (e.g. meeting with stakeholders and citizens, court attendance). Some of this time is mandated by business activity but the remaining time is not fixed and can be managed in discussions with line managers to provide flexibility at an individual level. If you would like to discuss this further, please contact HR@ima-citizensrights.org.uk



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About the role

Note to existing Civil and Public Servants:

The IMA is not a Civil Service employer. Any current Civil Servants recruited to the IMA on a permanent basis will cease to be Civil Servants. If you are a member of the Civil Service Pension Scheme, you will be eligible to continue in this scheme with no break in service. We recognise contractual continuity of service for individuals joining the IMA where there is no break in service from those who are either

- existing members of the current Civil Service Pension Scheme and/or
- employed by an organisation listed on the Gov.UK list of departments, agencies and public bodies.

Contractual continuity applies to annual leave, sickness leave and pay, entitlement to Maternity/ Paternity/Adoption Leave up to the maximum entitlements in the IMA. For more information contact HR@ima-citizensrights.org.uk

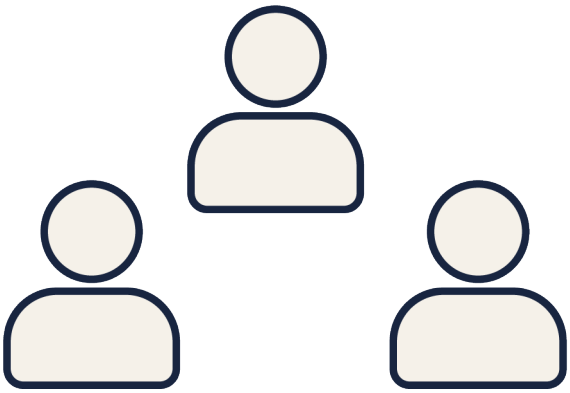
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Purpose of the role

As Senior Legal Adviser, the post-holder will contribute to the provision of effective legal support at the IMA in the complex, challenging and wide-ranging area of EU citizens' rights.

They will play a pivotal role in the effective delivery of the IMA's work, joining a team of 10 legal staff within the Legal Directorate, and reporting to the General Counsel.

Working closely with the General Counsel, the post-holder will support leadership of the Directorate and the provision of legal services at the IMA. This is an influential role and one where you will help shape senior decision-making, including strategic planning, governance and organisational risk.



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Purpose of the Role

Key responsibilities include:

- Leading on the provision of legal advice on complex, novel and contentious legal issues across all aspects of the IMA's work.
- Providing leadership and direction to Legal Directorate colleagues, supporting skills development and building future capability.
- Overseeing and advising operational colleagues to inform the IMA's monitoring and promoting work.
- Ensuring effective legal risk management and escalating high-risk matters appropriately.
- Contributing to the design and delivery of the internal training and guidance.
- Building strong relationships with senior colleagues, public authorities and external stakeholders.
- Working with external legal service providers and counsel when required, under the direction and oversight of the General Counsel.
- Leading directorate-wide initiatives aligned with the IMA's statutory obligations and strategic objectives.
- Contributing to strategy, organisational governance, operational planning, risk management and continuous improvement.
- Representing the Legal Directorate and the IMA at senior stakeholder meetings.

The work will involve advising on the Withdrawal Agreement, but may also engage the following areas of law:

- Public administrative law
- Judicial review
- International law
- EU law
- Immigration
- Health
- Education
- Social Security
- Housing



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Purpose of the Role

The advice will be provided in the context of:

- A range of litigation: the IMA was successful in a landmark judicial review of elements of the EU Settlement Scheme and has undertaken important interventions on novel and contentious questions of interpretation of the Withdrawal Agreement before all courts of the UK, from the county court and tribunals, to the Supreme Court.
- IMA inquiries: the IMA has concluded its first inquiry on delays in the issuing of Certificates of Application under the EU Settlement Scheme and has commenced its second on delays in the determination of applications under the EU Settlement Scheme.
- Compliance and intelligence work: the IMA carries out a range of compliance and intelligence work looking at the actions of public authorities, identifying where there are problems but also highlighting good practice. This includes looking at the experience of individuals entering the UK, accessing student finance, healthcare and housing assistance, the experience of looked after children and the rules which govern the immigration status of those citizens within our responsibility.
- legislation from each of the different governments across the UK and Gibraltar which cover a range of subjects including student finance, social security, immigration and the recognition of qualifications.

You can read more about this work and more on our website.

The post-holder will have the support of experienced and dedicated colleagues across the IMA, with access to tailored learning and development to help them thrive in this role and progress their legal career.

The duties/responsibilities listed above describe the post and are not intended to be exhaustive. The Job Holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary.

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Essential skills
Senior Legal Adviser (G6)

To be successful in this role it is likely that you will be:

- A self-starter with proven experience of working under pressure, with an excellent record for delivering to deadlines and taking decisions, as well as the resilience to providing challenging advice and recommendations to peers and colleagues.
- A strong communicator with strong influencing skills, including the ability to manage complex and senior relationships, to represent the organisation, and to distil complex technical messages.
- An inspiring people leader and manager with the ability to attract, lead, motivate and develop colleagues at all levels to the highest standards.
- An effective and strong team player

Essential Skills

- Qualified barrister or solicitor entitled to practise in England and Wales
- Experience on advising on Separation Agreement law and / or free movement law under EU law or demonstrable experience of advising on complex areas of law with the ability to quickly grasp and advise on new/evolving areas of law
- A strong track record of advising on the main features of public and administrative law
- Sound legal judgement, with the ability to identify, manage and escalate legal risk appropriately
- Strong analytical skills and the ability to distil complex legal and technical issues into clear, pragmatic advice
- Ability to communicate complex legal issues clearly and influence stakeholders at senior levels, both internally and externally
- Ability to lead, motivate and develop legal professionals, contributing to a high performing and inclusive legal team
- Ability to contribute to the effective management, delivery and continuous improvement of legal services.

What to expect working in our Legal team



Francesca Allen

Senior Legal Adviser

"I came to the IMA having previously worked in public law in both private practice and in central government. We are a small team and that means as a Grade 6 lawyer you get to lead and advise on the most strategic and high-profile areas for the organisation. Compared to other places I have worked at, I have a good degree of autonomy and get to work on areas that I am truly interested in. The work is challenging and rewarding. My caseload is a good mix of litigation and monitoring of legislation, and I have really enjoyed the opportunities to work with stakeholder and third sector organisations. No one day is the same. If you are looking for a role that is both cerebral and where you feel you are making a difference to people's lives the IMA is great option."

Emma Vincent Miller, Senior *Legal Adviser*

"I joined the IMA in 2025 having practised in public law roles in central government, an NGO and in private practice. At the IMA you will have the opportunity to work on high profile litigation that impact on citizens rights. The IMA regularly intervenes in cases in the senior courts that deal with novel points of law and set precedent. Despite being 6 years on from the end of the transition period there are a surprising number of Withdrawal Agreement related legal questions that remain unanswered, which makes the work novel and intellectually stimulating.

The IMA legal team also reviews every piece of UK and Gibraltar legislation that impacts on the rights of EU/ EEA EFTA citizens and family members with rights under the Agreements. We do this with the aim of identifying any compatibility issues early and addressing them with the public body, a process lawyers play a key role in. Overall the work is varied and intellectually challenging. There is a genuine emphasis on sharing knowledge and working as a team."

What to expect working in our Legal team



Danielle Rees

Legal Adviser

"I joined the IMA as its first Trainee Solicitor and was given the opportunity from day one to work on meaningful public law issues that directly affect citizens' rights. From advising operational colleagues to supporting high-profile litigation, including appearing in the Court of Appeal, the work has been varied, challenging and rewarding.

The IMA's size means you can make a visible impact while gaining exposure to a breadth of legal work. I also benefited from a secondment in private practice, access to Civil Service learning and development opportunities, and strong support throughout my training. The experience helped me qualify as a Solicitor and progress into a Legal Adviser role.

Gareth Pembridge, *Legal Adviser*

"When I joined the IMA, I was excited by the opportunity to work in a growing organisation focused on protecting citizens' rights. As a relatively new organisation, there are lots of opportunities to contribute, develop new knowledge and help shape the way we work.

The work is varied, intellectually stimulating and offers the chance to collaborate with colleagues across the organisation and external stakeholders. No two days are the same, and there is a real opportunity to make a difference.

The best part of working at the IMA is the strong sense of teamwork, the supportive culture and the friendly working environment."

What to expect working in our Legal team



Alex Griffiths

Legal Adviser

“I joined the IMA in 2023 while completing the SQE. The Legal Team are welcoming and supportive, which made a huge difference as I settled into my new role. They invested time in helping me develop the skills I needed to succeed both while on the path to qualification and now in my current role as a Legal Adviser.

“The IMA also offers many opportunities to connect with colleagues across the organisation, whether through collaborative work or social activities, contributing to a friendly and inclusive working environment.

“One of the standout aspects of working at the IMA is the strong encouragement to pursue personal and professional development. Whether the opportunities relate directly to legal work or the wider organisation, they have played a key role in helping me build confidence in this area of law. I’ve been able to apply my growing skills across a broad range of work, from litigation and legislation monitoring to supporting the organisation’s internal corporate governance.

“To date, the IMA has provided me with a wealth of experience and I would encourage anyone with an interest in this area of law to consider applying.”

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Working at the IMA

The IMA is an exciting place to work, and we are committed to helping you build a successful career.

Learn more in our recruitment video.

The IMA supports all staff to develop the skills and strengths you need to excel at your job and reach your full potential.

Our people are entitled to:



Pension

- A Civil Service Pension - Choose from a defined benefit pension scheme with a generous average employer contribution of 28.97% or a defined contribution arrangement
- Find out what benefits a Civil Service Pension provides.

Learning & Development

- Minimum of 10 days learning and development a year
- We offer any tailored learning and development required for you to thrive in this role and you will have support and guidance to progress your legal career



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Further benefits of working for us

Annual Leave

- 25 days a year (increasing to 30 days after five years' service)
- One privilege holiday a year plus eight Public holidays
- Scheme to buy or sell leave

Work life balance

- Flexible working hours (flexi-time) – providing flexibility to vary working time and length of the working day within fixed limits and take time off in lieu

Family Friendly Policies

- Including career break, part-time working, job share, term time working, special leave
- Generous maternity, adoption and shared parental leave

Diversity and Inclusion

- We pride ourselves on being an employer of choice and our supportive culture
- We champion diversity, inclusion and wellbeing and aim to create a workplace where everyone feels valued and a sense of belonging

Financial benefits

- Reward and Recognition Scheme
- Employee Benefits Platform offering discounts on a range of goods and services
- Interest-free loans for travel season tickets and bicycles

Other benefits

- Up to five days volunteering a year
- Access to occupational health
- Access to Employee Assistance Programme (EAP)
- Free sight test and flu vaccination
- Supportive workplace equality and other employee-run networks.

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About the IMA

The IMA is an independent body that makes sure the rights of EU and EEA EFTA citizens and their family members living in the UK and Gibraltar are upheld following the departure of the UK from the EU.

The IMA has two broad duties as set out in Part 2 of the Withdrawal and Separation Agreements – to monitor and to promote.

- We monitor UK public bodies to make sure they adequately and effectively implement the rights provided for by the Citizens' Rights Agreements.
- We promote the adequate and effective implementation and application of the Agreements by holding public bodies to account where there is not full compliance

The IMA is an independent arms-length body of the Ministry of Justice.

Further information can be found at: https://ima-citizensrights.org.uk/

We encourage applications from people from all backgrounds and aim to have a workforce that represents the wider society that we serve. We pride ourselves on being an employer of choice. We champion diversity, inclusion and wellbeing and aim to create a workplace where everyone feels valued and a sense of belonging.



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Our Vision and Values

We ensure the rights of EU and EEA EFTA citizens, and their family members, are at the heart of UK public bodies' work.

Our values inform the way we work. Our values reflect:

- Our **independence** from government
- Our **willingness to listen** to people and public bodies
- Our **transparency** in the way we work
- Our ability to make **impartial** decisions
- Our **people centred approach** which places people at the heart of everything we do



Selection Process

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The recruitment process uses Success Profiles, to assess your demonstration of behaviours, strengths, and experience.

We will assess you against these behaviours during the selection process:

- Leadership (lead behaviour)
- Making Effective Decisions
- Managing a Quality Service
- Seeing the bigger picture
- Communicating and Influencing

As part of the application process, you will be asked to complete a summary of your job history and previous skills and experience and personal statement. Further details around what this will entail are listed on the application form.

Your personal statement should demonstrate your suitability for the role in no more than **1000 words,** highlighting the reason(s) you are interested in the role and how your experience makes you the best candidate with reference to the essential criteria, qualifications and behaviours for the role. Make sure to provide clear examples to show how you meet the requirements.



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Selection Process

The selection process will include:

A sift of all complete applications: The information you give us in your application is important in deciding whether we will invite you to interview. Candidates will be assessed at sift on all essential criteria and behaviours in the person specification. In the event of a large number of applications, we may conduct an initial sift on the lead behaviour.

Assessment: At interview, you will be asked to prepare and deliver a presentation, the details of which will be given to you in advance.

Interview: Candidates invited to a panel interview will be assessed on behaviours and strengths in relation to the person specification.

Feedback will only be provided if you attend an interview.



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Apply now!

To make an application you are required to complete an application through our recruitment portal.

You will be updated on your progress via the email address you register with. Please check your Junk Mail and Spam folders to make sure you don't miss any future correspondence.

Closing date for applications: 24 November 2026

Your application must be submitted before 23:55 on the closing date.

Interviews: provisionally scheduled for w/c 14 December 2026

Interviews will be held in person at the Civic Centre, Oystermouth Road, Swansea, SA1 3SN. As we will shortly be moving to Swansea University, Singleton Park Campus, SA2 8PP, candidates invited to interview will be contacted to confirm the final location. Interviews are usually conducted in English.

Please note: We will not normally reimburse travel costs for interviews.

If you require any reasonable adjustments to be able to attend or undertake an interview, please contact HR@ima-citizensrights.org.uk.