

## **Career Choices with Law**

### **– Where else can I use my law degree without qualifying as a lawyer?**

Not all students want to qualify as a lawyer, yet they want to work in an area that involves legal content whether it is in business or in the wider community.

The examples below are just a selection of types of jobs and organisations that may be worth exploring and it is *not* an exhaustive list. The purpose of the list is to get you to think more laterally and appreciate the breadth of work and organisations that carry out important work with legal overtones.

Carrying out career research is important and to enter some of these occupations you will have to obtain professional qualifications or gain some experience. To succeed you will need a planned approach to your career research and it is never too early to start!

Another issue to consider is that many of these areas do not operate typical structured graduate recruitment schemes that you are used to seeing advertised on careers websites and in the graduate press. You may have to adopt a proactive approach to gaining experience or paid work, networking and/or using a 'stepping stone' approach towards getting the job you want. Consult your careers service if you need more information about proactive job-hunting.

We hope this list will help you to begin to explore your options thoroughly, and make you aware of the wide range of possibilities with a legal flavour for law graduates, other than solicitor or advocate.

#### **Justice/Legal System**

##### *Probation Service*

[www.sssc.uk.com](http://www.sssc.uk.com)    [www.probation.homeoffice.gov.uk](http://www.probation.homeoffice.gov.uk)

Probation work in Scotland is part of the social work profession. The Scottish Social Services Council promotes and develops education and training for the social services in Scotland. There is information on all aspects of training including how to qualify as a social worker and what funding is available.

In England and Wales, probation officers working for the National Probation Service are employed to rehabilitate offenders by enforcing the conditions of court orders and release licences, conducting offender risk assessments in order to protect the public and ensuring offenders are aware of the impact of their crime on their victims and the public.

##### *Police Service*

[www.scottish.police.uk](http://www.scottish.police.uk)    [www.police.uk](http://www.police.uk)

Police work to reduce crime and the fear of crime. Officers work in partnership with the public and other organisations making a difference in the local community. There are uniformed and non-uniformed opportunities as well as British Transport Police and Ministry of Defence Police.

##### *Prison Service*

[www.sps.gov.uk](http://www.sps.gov.uk)    [www.hmprisonservice.gov.uk](http://www.hmprisonservice.gov.uk)

In addition to custodial duties, prison officers are called upon to build up and maintain close relationships with those in their charge.

*Procurator Fiscal Service and Crown Prosecution Service*

[www.crownoffice.gov.uk](http://www.crownoffice.gov.uk)    [www.cps.gov.uk](http://www.cps.gov.uk)

Fiscal officers in Scotland carry out administrative, typing and support work in many areas throughout the Fiscal Service. They receive specific instructions from their line manager and legal staff working within their office/unit, but will often work on some duties without specific direction, after sufficient training and experience.

In England and Wales caseworkers assist prosecutors in case management through initial preparation and processing of cases.

*Revenue and Customs*

[www.hmrc.gov.uk/home.htm](http://www.hmrc.gov.uk/home.htm)

HMRC is responsible for collecting the bulk of tax revenue, as well as paying Tax Credits and Child Benefit, and strengthening the UK's frontiers.

*The Scottish Law Commission and The Law Commission*

[www.scotlawcom.gov.uk](http://www.scotlawcom.gov.uk)    [www.lawcom.gov.uk](http://www.lawcom.gov.uk)

The role of these commissions is to keep the law under review. Both commissions recruit recent law graduates as legal assistants, usually on one-year fixed contracts, to work on current legal reforms.

*Scottish Executive/The Home Office*

[www.scotland.gov.uk](http://www.scotland.gov.uk)    [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)

The Scottish Executive in Scotland and the Home Office in England are responsible for ensuring society is safe, just and tolerant. They are responsible for the police service and the justice system in their respective countries.

*Department of Constitutional Affairs*

[www.dca.gov.uk](http://www.dca.gov.uk)

The DCA is responsible in government for upholding justice, rights and democracy

*Courts Service*

[www.scotcourts.gov.uk](http://www.scotcourts.gov.uk)    [www.hmcourts-service.gov.uk](http://www.hmcourts-service.gov.uk)

The Scottish Court Service employs over 1000 people in Scotland in court administration.

HM Courts Service (HMCS) is responsible for the administration of the civil, family and criminal courts in England and Wales. It is an executive agency of the Department for Constitutional Affairs (DCA).

*Youth Justice Board*

[www.youth-justice-board.gov.uk/YouthJusticeBoard](http://www.youth-justice-board.gov.uk/YouthJusticeBoard)

The Youth Justice Board for England and Wales (YJB) oversees the youth justice system in England and Wales. They work to prevent offending and re-offending by children and young people under the age of 18, and to ensure that custody for them is safe, secure, and addresses the causes of their offending behaviour.

## **Related Organisations**

### *SACRO/NACRO*

[www.sacro.org.uk](http://www.sacro.org.uk)   [www.nacro.org.uk](http://www.nacro.org.uk)

SACRO/NACRO work towards building a safer society where everyone belongs, human rights are respected and crime prevented by means of tackling social exclusion and re-integrating those who offend

### *Scottish Children's Reporter Administration/ Reporter to the Children's Panel*

[www.scra.gov.uk](http://www.scra.gov.uk)

Scottish Children's Reporter Administration (SCRA) is a non-departmental public body which facilitates the work of children's reporters. Children's reporters investigate situations where children may be in need of protection/intervention. Their website contains further information about the SCRA and current vacancies.

### *Victim Support*

[www.victimsupportsco.demon.co.uk](http://www.victimsupportsco.demon.co.uk)   [www.victimsupport.org](http://www.victimsupport.org)

Victim Support is the independent charity which helps people cope with the effects of crime. They provide free and confidential support and information to help people deal with their experience.

## **Advisory Services**

Advice workers work with the general public and provide information and confidential advice on a wide range of topics, including employment, housing, debt, finance, drugs, health, refugee and asylum and many other issues. There are a few graduate training schemes in this area of work, however, many graduates will start at entry-level positions to gain experience and work their way up from there. Job areas need to be researched fully before applying.

### *Citizens Advice*

[www.cas.org.uk](http://www.cas.org.uk)   [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

The Citizens Advice Service helps people resolve their legal, money and other problems by providing free information and advice, and by influencing policymakers.

### *Refugee Council*

[www.scottishrefugeecouncil.org.uk](http://www.scottishrefugeecouncil.org.uk)   [www.refugeecouncil.org.uk](http://www.refugeecouncil.org.uk)

The Refugee Council is the largest organisation in the UK working with asylum seekers and refugees. They give help and support to asylum seekers and refugees and work with them to ensure their needs and concerns are addressed.

### *Charities*

[www.goodmoves.org.uk](http://www.goodmoves.org.uk)   [www.jobsincharities.co.uk](http://www.jobsincharities.co.uk)

Typical roles include fundraiser, charity officer and advice worker

Excellent job and information sites on many charities operating in Scotland and the rest of the UK

## **Regulatory Services**

### *Health & Safety Executive*

[www.hse.gov.uk](http://www.hse.gov.uk)

Health and safety inspectors work to protect public health in a wide range of contexts undertaking inspections and investigations. The role requires an excellent understanding of legal and technical issues.

#### *Trading Standards*

[www.tradingstandards.gov.uk](http://www.tradingstandards.gov.uk)

Trading Standards protect the public and businesses from rogue traders and illegal practices.

#### *Patent Attorney*

[www.cipa.org.uk](http://www.cipa.org.uk)

Patent attorneys are qualified to advise on trade marks, designs and copyright as well as patents (collectively known as Intellectual Property).

#### *Trade Mark Attorney*

[www.itma.org.uk](http://www.itma.org.uk)

Trade mark attorneys are specialist legal professionals qualified to advise clients about protecting and enforcing their trade mark rights.

### **Legal Support**

#### *Advocates/Barristers Clerk*

[www.advocates.org.uk](http://www.advocates.org.uk)     [www.barristerclerk.com](http://www.barristerclerk.com)

For administration purposes, advocates in Scotland are divided into groups known as stables. Each of the stables has an advocates' clerk and at least one deputy clerk, whose remits include organising members' diaries, scheduling court commitments, arranging consultations, etc., liaising with instructing solicitors, distributing work and negotiating fees. Advocates' clerks and deputies also assist solicitors, and members of other professions recognised by the Faculty for the purpose of Direct Professional Access, in selecting and instructing Counsel. Barristers clerks are responsible for running the business affairs and administration of a barrister's chamber. They are familiar with court procedure and etiquette and develop expertise in the area of law the chambers specialises in.

#### *Council for Licensed Conveyancers*

[www.conveyancer.org.uk](http://www.conveyancer.org.uk)

Conveyancing is the legal process involved in transferring the title of a property (a house, flat, business premise or piece of land) from a seller to a buyer. A licensed conveyancer is a specialist who is trained and qualified in all aspects of the law dealing with property. Their function is to handle a contract for the sale and to draw up all the legal documents that sellers and purchasers sign on exchanging contracts. They may work on behalf of the vendor or the purchaser, but may not act for both in the same transaction.

#### *Legal Executives*

<http://www.ilex.org.uk>

Legal executives are qualified lawyers in England and Wales who specialise in a particular area of law

#### *Paralegal*

[www.scottish-paralegal.org.uk](http://www.scottish-paralegal.org.uk)     [www.nationalparalegals.com](http://www.nationalparalegals.com)  
[www.instituteofparalegals.org](http://www.instituteofparalegals.org)

A paralegal is a person qualified through education and training to perform substantive legal work that requires knowledge of the law and procedures and who is not a qualified solicitor or advocate. Paralegals may work for or be retained by solicitors within the legal profession or they may work within a legal environment within commerce, industry or the public sector.

*Legal Secretary/PA*

[www.institutelegalsecretaries.com](http://www.institutelegalsecretaries.com)

*Law Costs Draftsman*

[www.alcd.org.uk](http://www.alcd.org.uk)

Law costs draftsmen are concerned with all aspects of solicitors' costs which are controlled by statute.

*Legal Cashier*

[www.ilca.org.uk](http://www.ilca.org.uk)

Legal cashiers deal with the accounting and finance functions of a solicitor's practice. Variations on this job title include legal accountant, financial controller, accounts manager and practice manager.

## **Business and Finance**

Many students who have studied law and do not want to work as a solicitor or barrister find successful employment in the banking and finance sector. The following websites will provide information on sectors and types of jobs.

*Accountancy and Financial Management*

[www.accaglobal.com](http://www.accaglobal.com) - Association of Certified and Chartered Accountants

[www.cipfa.org.uk](http://www.cipfa.org.uk) - Chartered Institute of Public Finance Accountancy

[www.icas.org.uk](http://www.icas.org.uk) Institute of Chartered Accountants in Scotland

[www.icaew.co.uk/careers](http://www.icaew.co.uk/careers) - Institute of Chartered Accountants of England and Wales

[www.cimaglobal.com](http://www.cimaglobal.com) - The Chartered Institute of Management Accountants

[www.insidecareers.co.uk](http://www.insidecareers.co.uk) - Inside Careers - Accountancy

[www.open.gov/nao](http://www.open.gov/nao) - National Audit Office

Banks, building societies, insurance companies, retail, manufacturers, public bodies, management consultants, and firms of accountants - in fact most organisations large or small - employ financial management professionals and many companies provide training schemes for graduates.

*Banking*

[www.fsa.gov.uk](http://www.fsa.gov.uk) - Financial Services Authority

[www.bankofengland.co.uk](http://www.bankofengland.co.uk) - Bank of England

[www.londonstockexchange.com](http://www.londonstockexchange.com) London Stock Exchange

[www.insidecareers.co.uk](http://www.insidecareers.co.uk) - Inside Careers, Banking and Investment

Banking (The City and retail banking) is very diverse and offers a lot of opportunities for graduates. The area of compliance is a growing area (and is of particular interest to those with legal interests) ensuring that organisations work within the rules and regulations set by the Financial Services Authority.

*Chartered Secretaries and Company Secretaries*

[www.icsa.org.uk](http://www.icsa.org.uk) – Institute of Chartered Secretaries

Chartered secretaries are trained in corporate law, corporate finance, administration, management and governance. They are qualified to manage compliance with law and regulation, accounting, property, insurance, health and safety, personnel, risk, contracts, pensions and much more. Chartered secretaries are employed in all types of organisation, in private and public limited companies, charities, health trusts, local government, educational institutions and more. Wherever they work, chartered secretaries play a central role in the governance and management of their organisations. They are trained to advise directors on regulation, legislation and best practice and to deliver effective operations.

#### *Human Resources*

[www.cipd.co.uk](http://www.cipd.co.uk) Chartered Institute of Personnel and Development (CIPD)

A personnel officer develops, advises on and implements policies relating to the effective use of human resources (HR) within an organisation. Personnel or HR work is comprised of a number of different but related policies, all of which are required by organisations that employ people, whatever the size or type of the business. These will cover areas such as working practices, recruitment, pay, conditions of employment and diversity. Personnel staff need to ensure that the organisation employs the right balance of staff in terms of skills and experience, and that training and development opportunities are available to employees to enhance their performance in order to achieve the organisation's objectives.

#### *The Chartered Institute of Taxation (CIOT)*

[www.tax.org.uk](http://www.tax.org.uk)

Tax advisers use their knowledge of changing tax legislation to provide professional advisory and consultancy services to clients. They explain complicated legislation, and its implications for their clients, in simple terms.

### **The Commissions**

#### *The Commission for Equality and Human Rights (CEHR)*

[www.cehr.org.uk](http://www.cehr.org.uk)

The CEHR will bring together the work of the three existing Commissions, the Commission for Racial Equality, Disability Rights Commission and Equal Opportunities Commission. This new Commission will come into force in October 2007.

#### *Commission for Racial Equality*

[www.cre.gov.uk](http://www.cre.gov.uk)

Race relations workers (aka diversity officers) work towards the elimination of racial discrimination and the promotion of racial equality in relation to employers, housing, education and social welfare.

#### *Equal Opportunities Commission*

[www.eoc.org.uk/](http://www.eoc.org.uk/)

Equal Opportunities Commission deal with sex discrimination and inequality related to gender, including good practice in the fair and equal treatment of men and women.

#### *Disability Rights Commission*

[www.drc-gb.org/](http://www.drc-gb.org/)

The Disability Rights Commission (DRC) is an independent body established in April 2000 by Act of Parliament to stop discrimination and promote equality of opportunity for disabled people. The DRC works with disabled people, employers and service providers to find practical solutions for everyone.

## Interest Groups and Lobbying

*The British Institute of Human Rights*

[www.bihhr.org](http://www.bihhr.org)

The British Institute of Human Rights (BIHR) is an independent charity based in London which raises awareness and understanding about the importance of human rights. It works for some of the most disadvantaged and vulnerable communities in the UK, seeking to ensure that the principles of equality, dignity and respect are incorporated into practice and policy at all levels of public service.

*Bar Human Rights Committee*

[www.barhumanrights.org.uk](http://www.barhumanrights.org.uk)

The Bar Human Rights Committee is the international human rights arm of the Bar of England and Wales. The site provides extensive links to human rights organisations across the world.

*Amnesty International*

[www.amnesty.org.uk](http://www.amnesty.org.uk)

Amnesty International works to promote respect for all human rights. It undertakes research and action focused on preventing abuses of the rights to physical and mental integrity, freedom of conscience and expression and freedom from discrimination.

*Association of Professional Political Consultants*

[www.appc.org.uk](http://www.appc.org.uk)

Political consultants provide services to their clients which include: media monitoring, public affairs support, profile raising, lobbying, strategic communications advice, public relations and audit

*Public Affairs*

[www.pubaffairs.org](http://www.pubaffairs.org)

Public affairs is similar to public relations and marketing, but for political organisations and parties. Public affairs consultants are often referred to as lobbyists, but their work is more wide-ranging. They use their understanding of the political system to offer political and public policy advice to their clients. Clients may include private sector companies, not-for-profit organisations, or overseas governments. Keeping abreast of political developments, in order to advise clients on a possible response, is vital to the role. Public affairs consultants also identify key stakeholders in the decision-making process in European, national, regional and local government bodies. They work to maintain relationships with these individuals and to assist clients to promote and protect their interests effectively.

*Interns' Network*

[www.epolitix.com/](http://www.epolitix.com/)

The advice and information section of the Interns' Network website contains more information on the work of public affairs consultants, and links to many websites for gaining experience in the UK and abroad.

## Corporate Social Responsibility (CSR)

CSR covers organisations impact on the environment, its employees, business operations, ethical governance and the community in which it operates. CSR is an emerging career area for graduates to enter and for professional development opportunities as a practising professional.

## Central/Local Government

#### *Central Government*

[www.scotland.gov.uk](http://www.scotland.gov.uk) Scottish Executive  
[www.ukonline.gov.uk](http://www.ukonline.gov.uk) – Government Departments  
[www.faststream.gov.uk](http://www.faststream.gov.uk) – Graduate Fast Stream

The Civil Service offers opportunities to work across a broad spectrum of departments working on legal and non-legal activities. The role of the UK Civil Service departments is to help the Government develop its policies: the role of government agencies is to administer and deliver the public services for which they are responsible.

The Civil Service is a major employer in the UK and has staff throughout the country and overseas. There are a variety of roles available in a wide range of settings. There are a number of ways in which you can enter the Civil Service. A common misconception is that the Fast Stream is the only way for graduates to get a job in the Civil Service. Many graduates work for the Civil Service without going through the Fast Stream.

#### *Immigration Advisory Service*

[www.iasuk.org](http://www.iasuk.org)

Immigration officers work for the UK Immigration Service (UKIS), which is part of the Home Office's [Immigration and Nationality Directorate \(IND\)](#). Their aim is to provide high quality and non-discriminatory immigration control, all of which is underpinned by and in accordance with immigration law.

#### *Local Government*

There are many professional opportunities available in local government in Scotland and the rest of the UK. England operates a graduate development programme, NGDP. For more information see the following links.

#### *Local Government Careers*

[www.agcasscotland.org.uk/graduates/local\\_authority.html](http://www.agcasscotland.org.uk/graduates/local_authority.html) - links to the recruitment sites of all the local councils in Scotland.

[www.lgcareers.com](http://www.lgcareers.com)

#### *National Graduate Development Programme*

[www.ngdp.co.uk](http://www.ngdp.co.uk)

**If you would like this information in larger print or Braille, please ask at reception or phone the information team on 0115 951 3680. This leaflet is also available on our website at [www.nottingham.ac.uk/careers](http://www.nottingham.ac.uk/careers)**

Written by Peter Kay - University of Nottingham, Janice Morris – University of Northumbria and Janet Forsyth – University of Edinburgh.

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