Assistant Clerk/Chief Executive

Recruitment Pack
Coming to work in the Parliament over 10 years ago I was immediately struck by the energy of the place, its openness, the welcoming atmosphere and the pride of the parliamentary staff in delivering our services.

Joining the Parliament as a Group Head, and a member of our Leadership Group, just after the move to our new building at Holyrood, I had the opportunity to lead a diverse range of business areas that supported much of the Parliament’s public facing services and its research support to MSPs.

Leading a range of specialist staff, I was responsible for putting our strategic approach together and ensuring it could be delivered. No two days feel the same here and there are always new issues and fresh challenges in such a fast paced, heavily scrutinised environment. Balancing the leadership role with operational accountability is a constant but exciting juggling act.
About us

The parliamentary service of over 500 people is a high-achieving and professional organisation. We are not civil servants; we serve the Parliament and its Members and not the Scottish Government.

It is made up of five Members elected by the Parliament and the Presiding Officer. The Corporate Body delegates the day-to-day running of the Parliament to Sir Paul Grice, our Clerk/Chief Executive. Paul is assisted by his Leadership Group in setting the strategic direction for the parliamentary service and for creating the conditions that helps to promote a positive workplace culture. You can view the organisational chart and you can read about the Parliamentary offices.

Our vision is clear: To make a positive difference to the lives of the people of Scotland. This means putting people at the centre of everything we do.

Our performance framework helps us to communicate and implement our strategic priorities through the parliamentary service. The strategic plan sets out our aims and priorities and the delivery plan contains the activities that deliver the strategy. They provide a set of shared priorities for everyone across the parliamentary service and cover matters such as improving parliamentary scrutiny, developing and investing in our staff, aligning public engagement with parliamentary business and providing high quality support to our elected Members. Each of the aims is equally important as they are inter-related. This means that we cannot achieve one without the others and that every one of our colleagues plays an important role in delivering them.

We attach great importance to the Diversity and Inclusion Strategy (D&I) and our commitments form a central part of our working culture.

The Scottish Parliamentary Corporate Body is responsible for providing the Parliament with the property, staff and services required for the Parliament’s purposes, in accordance with the Scotland Act 1998.
Welcome from Paul Grice, Clerk/Chief Executive

I would like to thank you for your interest in applying for this key strategic role with the Scottish Parliament and the Parliament’s staff group – the Scottish Parliamentary Service.

Twenty years on from the founding Scotland Act we are looking for our new senior leadership colleague to join us during a period of significant change.

More powers, particularly over income tax and social security, herald a further substantial development in the scope of the Parliament’s powers and consequently the impact it has on people’s lives. In view of that, we have ambitious plans to reform how Parliament works, focussing on improving our capability and ensuring the Parliament remains outward looking and in touch with all the people that it represents.

The implications of Brexit will continue to dominate and we need to be agile in responding to new issues, ensuring Members of the Scottish Parliament (MSPs) are well supported to carry out their demanding responsibilities. To provide the highest quality of service we will continue to focus on improved staff collaboration, a multi-year programme to develop our skills and knowledge and further investment in our business resilience. Public sector finances remain constrained and we will continue to pursue, through continuous improvement and digital opportunities, ways to improve efficiency and delivery.

Working in a national political context, which is highly scrutinised by the media and public, you will collaborate with others to lead our response to constitutional change. In this pivotal role, you will provide high-level advice to the Clerk/Chief Executive, Presiding Officer and the Scottish Parliamentary Corporate Body and influencing policy and decision-making at the strategic level.

You will also lead on strategic and resource planning and significant change programmes; shape and reinforce our workplace culture and values; and lead risk and opportunity to deliver our priorities in the context of our quality, financial and other performance and governance targets.

We are committed to increasing the diversity of our parliamentary service so that we can benefit from the broadest range of perspectives, backgrounds, skills and experience as we tackle the challenges and opportunities ahead. As part of our strategy we are actively pursuing the 50:50 by 2020 target; have established new diversity and inclusion networks; and built diversity and inclusion into our recruitment approach.

If the challenge of this role excites you and you think you have the leadership skills and experience to fill the role, I very much look forward to hearing from you.
About the role

The Scottish Parliament is a values led organisation which means our values are at the centre of everything we do. That’s why our values are embedded in this role. You will be expected to actively demonstrate the standards and behaviours set out below: providing inspiration, engaging confidently and empowering others to deliver.

**Stewardship:** Focusing on the longer term to ensure we are leaving things better than we found them and putting our shared interests ahead of any individual or team

Your main responsibilities will involve:

- Providing high level advice to the Clerk/Chief Executive, Presiding Officer and the Scottish Parliamentary Corporate Body on political and parliamentary matters and influencing policy and decision-making at the strategic level
- Representing the organisation in sensitive and political situations, delivering difficult messages when required to high-level audiences
- Delivering both long term strategy and tactical decision making

And in delivering these you will have:

- High levels of political and organisational judgement to maintain the confidence of the Clerk/Chief Executive, Presiding Officer and the Scottish Parliamentary Corporate Body
- Political sensitivity with an ability to make progress in complex policy areas and a strong belief in the value of democracy and accountability
- Significant experience of analysing highly complex issues where material is conflicting and drawn from multiple resources

**Excellence:** Taking care to enhance our reputation in everything we do. Using our skills and resources efficiently and effectively to deliver high-quality sustainable results

Your main responsibilities will involve:

- Leading boards with diverse internal and external stakeholders to facilitate the delivery of our strategic priorities in often pressured and politically sensitive circumstances
- Collaborating with others to oversee the development and implementation of strategic plans and strategic use of resources, including a sustainable financial plan for the Parliament
- Leading the organisation-wide resilience management processes ensuring an efficient and effective regime of controls and leading on the resolution of significant incidents which may disrupt the delivery of Parliamentary business

And in delivering these you will have:

- A coaching style of leadership, which empowers and encourages high performance and creativity, across a range of colleagues most of whom are outside line management of the role
- Proven board level experience of leading and delivering complex change and strategy development programmes in a politically sensitive environment
- Significant experience of strategic financial management and successful prioritising and targeting of resources to deliver value and efficiency
- Demonstrable experience of understanding and judging organisation risk in a proportionate way
**About the role**

**Inclusiveness:** Understanding the big picture and seeking out alternative perspectives. Every colleague feels they can make a valued contribution and deliver their best work.

Your main responsibilities will involve:

- Leading on complex agendas whilst gaining the cooperation and agreement of members of the Scottish Parliamentary Corporate Body, colleagues on the Leadership Group and external stakeholders to deliver strategic priorities.
- Developing and maintaining relevant external relationships to the Parliament to ensure our approach and plans are informed to support the delivery of high performance results and service excellence.
- Delivering appropriate oversight and leadership to ensure our work on cross-cutting matters is effectively co-ordinated and risks within the activities are identified and mitigated effectively.

And in delivering these you will have:

- The ability to look beyond the Parliament’s boundaries to identify approaches and best practices nationally and internationally that deliver improved outcomes for our elected Members and the public.
- Ability to anticipate future trends and consequences and identify how this relates to the Parliament’s vision and plans.
- The ability to communicate ideas and enthusiasm about the future of the Parliament and its services confidently and in a way which engages and motivates others.

**Respect:** Appreciating difference, building cohesive teams and fostering the values and experiences of diversity.

Your main responsibilities will involve:

- Establishing effective relationships and working closely with colleagues on the Leadership Group, staff, Trade Union representatives to manage strategic changes.
- Developing an effective network with elected Members to ensure that working relationships are maintained and issues dealt with promptly.
- Championing a strong commitment to equality, diversity and tackling exclusion.

And in delivering these you will have:

- Evidence of building high-performing teams and delivering through others to support the strategic direction of the Parliament.
- The ability to work inclusively with a diverse range of stakeholders and provide leadership on diversity issues to promote equality of opportunity.
- Significant senior level experience of operating effectively and collaboratively as part of a senior team.

This role profile is not exclusive or exhaustive. It is intended as an outline indication of the areas of responsibility and may be amended in light of the changing needs of the organisation.
We are committed to providing a great working environment where people enjoy coming to work and feel valued for their contribution and excel in their chosen careers. Everyone has the right to be treated with respect and dignity and we have a zero tolerance approach to bullying, harassment or victimisation of any kind. We recognise that improving employee engagement has a positive and significant effect on organisational performance. We know that ideas generated by colleagues can help shape the future direction of our services and contribute to the successful delivery of our goals, and our inclusive leadership style guides us in this approach.

We are committed to building a workforce which reflects the diversity of the people of Scotland. We are proud to be an equal opportunities employer that values and respects the people who work for us. We seek to ensure all job applications are treated fairly, with respect and without bias. We positively encourage applications from suitably experienced candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We particularly welcome applications from female and black and ethnic minorities (BME) candidates who are under-represented at this level. All appointments will be made on merit.

We are committed to agile working and currently operate a wide variety of work patterns and arrangements across the parliamentary service. We will be pleased to consider applications from candidates wishing to work flexibly and all requests will be seriously considered. Please include clearly any information about your preferred working arrangements in your application.
How to apply

If you wish to apply for this position please submit the following, including your personal details:

- A comprehensive CV (maximum two sides of A4) setting out your career history, with responsibilities and achievements, and details of your current salary (in confidence); and

- A supporting statement outlining your suitability for the post and the key experience you will bring, with reference to the job standards and behaviours outlined above. It should be no more than 1,000 words and should be submitted by 5 pm on Wednesday, 31 October 2018. The supporting statement is an important part of your application and has equal weighting as your CV. The supporting statement will also form part of the overall assessment process.

Please also complete and return the Diversity Monitoring form

Completed applications, including the Diversity Monitoring form should be emailed to jobs@parliament.scot

Contact points for candidates

Should you wish to have an informal discussion about the role please contact Michelle Hegarty on (0131) 348 6070 or email michelle.hegarty@parliament.scot

If you have any queries about any aspect of the selection process, please contact Lorna Foreman on (0131) 348 6670 or email lorna.foreman@parliament.scot

Recruitment Process

The competition is being run in accordance with the Scottish Parliamentary Corporate Body’s Recruitment Policy and Procedure.

The Human Resources team will acknowledge your application and advise you of the outcome of the sift meeting.

Successful candidates at the sifting stage will be asked to participate in a leadership assessment. Candidates will be invited to complete a questionnaire online, the outputs of which will be explored during a validation discussion of approximately 1-2 hours with a trained assessor.

The validation discussion will take place between 19 and 23 November and you will need to be flexible about setting aside time in your diary to do this. The assessment does not lead to a pass or fail decision; rather, it is intended to highlight areas of strengths and possible concerns which the panel can probe at interview.

Interviews are planned to take place on 7 December. If you are invited to interview but are not able to attend on this date, we will do our best to arrange an alternative but this may not be possible.

Those invited to interview will be asked to prepare a 5-minute presentation for the interview panel and will be advised of the topic ahead of the interview. The second part of the assessment will be a 1-hour interview.

Feedback will only be provided if you attend an interview or assessment.
Summary of terms and conditions of employment

**Salary**

Minimum starting salary £83,887 per annum, paid monthly by bank credit transfer. You will progress at the rate of one scale point per year on the anniversary of taking up the appointment grade.

The salary range for this post is shown below:

<table>
<thead>
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<th>Minimum</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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<td>£83,887</td>
<td>£88,414</td>
<td>£93,189</td>
<td>£98,227</td>
<td>£103,543</td>
<td>£111,289</td>
</tr>
</tbody>
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**Hours**

The way the Parliament works means that different groups of staff work varying hours and patterns. You may have to work longer hours when Parliament is sitting and reduced hours during recess periods. For this reason we have very progressive flexible working hours (FWH) arrangements. You will be required to work within these arrangements.

Notwithstanding your individual working pattern, if you are employed on a full time basis, you will be contracted to work 1623.6 hours per year. This is the equivalent to a 37 hour week, excluding breaks, annual leave and public and privilege holidays. If you work on a part-time basis, you will be required to work the number of hours specified in your appointment letter.

**Annual Leave**

Your annual leave allowance will be 30 days. Our annual leave year runs from 1 September to 31 August. If you take up your appointment during the course of the leave year, your annual leave allowance will be proportional.

In addition, you will also receive 11.5 days public and privilege holidays. They are normally taken at fixed times of the year. If you are required to work on a public or privilege holiday overtime arrangements will apply.

If you work on a part-time basis, your annual leave and public and privilege holiday entitlement is pro-rated.

As with working hours, there may be restrictions on annual leave when Parliament is sitting. In any event you may not take annual leave unless it has been agreed, normally in advance, with your line manager. The annual leave allowance is 30 days.

**Pension**

Unless staff choose otherwise we offer the opportunity to join the Civil Service pension arrangements, which include a valuable range of benefits. We will make substantial employer contributions towards the Civil Service pension. More information can be found on the Civil Service Pensions website.
**Age**

The SPCB does not operate a retirement age policy. This means that there is no upper age limit beyond which you would be automatically retired and you are free to continue in employment for as long as you wish subject to the normal rules concerning Performance, Attendance and Conduct.

**Travelling and Other Expenses**

We pay travelling and other expenses if you incur them whilst on official duty. However, we will not reimburse the cost of normal daily travel between home and office.

Unless we have stated otherwise in the advert, we do not reimburse travel or other expenses you incur in attending an interview or assessment with us. We are happy to explore alternative arrangements if this causes you difficulty.

**Probation**

You will be on probation for six months. Confirmation of your appointment is dependent on the satisfactory completion of this probation period, taking into account your job performance, conduct and attendance.

**Outside and Political Activities**

As an employee of the SPCB, you may not take part in any activity that would in any way conflict with the interests of the Parliament or be inconsistent with your duties and responsibilities.

You may not take part in national political activities, although you may seek permission to take part in local political activities. If permission is granted, it will be subject to the observance of general rules relating to possible conflicts between your official responsibilities and your political activities.

**Health and Safety**

The SPCB is committed to promoting health and safety as a priority issue. Its aim is to take appropriate and reasonable steps to ensure that it conducts its business in such a way that employees and other people who may be affected by its work are not exposed to risks to their health and safety.

**General Data Protection Regulation**

For further details on how we will process your personal data please refer to the [HR Workers Privacy Notice and SPCB Recruitment Privacy Notice](#).

**Suggestions**

We want all applicants to feel that they have been treated fairly, even if they are not appointed. If you have any comments or suggestions about the way in which this recruitment campaign has been handled, we would really like to hear from you.

**Referees**

Please do not send references or testimonials with your form. If you are successful, we will approach previous and/or current employers for a reference. We can only make a formal offer of employment once we have received these references. If you have no employment history we may approach any school, college or university you have attended.

**Health Assessment**

If you are successful at interview you will be asked to complete a health assessment form. If necessary, we may ask you to attend a medical assessment. Assessments are carried out by our occupational health supplier in the Parliament building. The reason why we carry out a health assessment is to make sure that the job you have applied for is suitable for you. It is also to find out if we need to carry out any adjustments to help you do the job.
Security Clearance

Security clearance is required for this post. If you are successful we will ask you to complete a security questionnaire. This form will explain our security vetting policy. We can only make a formal offer of employment once the security clearance process is complete.

Visa and Work Permits

There are no nationality restrictions on who the SPCB employs.

You must however check whether there are any restrictions on your stay or your freedom to take or change employment in the United Kingdom before you apply for a post. If you are successful at interview we will make a complete enquiry into your eligibility to work in the United Kingdom.

Please note that this document is provided for information only and does not form part of the SPCB’s terms and conditions of employment.

Employee Handbook

Our employee handbook has full details of our terms and conditions of employment as well as information about what it’s like to work here.