Head of Committee Engagement Unit

Reference: 598924
Salary Range: £52,152 to £64,712
Location: Holyrood, Edinburgh
Working Pattern: This is a permanent full time post (applications on a flexible working basis welcome)
Closing Date: Midday on 24 January

The aim of the Scottish Parliament’s Public Engagement Strategy is to promote engagement and participation to support and strengthen the work of the Parliament and to enhance parliamentary democracy. In recent years, we have increasingly concentrated our efforts on activities that directly lead to effective public participation in the work of the Parliament – issues based engagement.

The Committee Engagement Unit (CEU) is being set up in response to the recent Commission on Parliamentary Reform. As Head of the CEU, the post-holder will play a vital role in delivering innovative approaches to public participation that lead to better policy and legislative scrutiny.

We are looking for an individual who is a strategic thinker and can demonstrate a track record in delivering on the ground. Critically, you must have the professional credibility to win the trust of stakeholders, including elected Members, to deliver engagement activities that demonstrably enhance the support for parliamentary committees.

Public engagement can be resource intensive and one of the roles for this new team will be to provide extra support to committees which are pursuing innovative or particularly complex forms of engagement. The Unit will work very closely with existing teams (for example Outreach and Social Media), experimenting with how we gather views and evidence, to embed new ways of working. Related to this, the Unit will be the lead partner on a number of the engagement recommendations from the Commission for Parliamentary Reform, particularly where successful delivery is dependent on a cross-cutting approach being taken.

As Head of the Unit, you will have a passion for public engagement alongside hands-on experience in designing and delivering engagement strategies that have made a difference. The Unit will lead or support individual projects and interventions, translating this into system-wide change. You will have a proven ability to leverage in resources to maximise the value that the Unit can provide for committees.

The post is permanent. Long-term secondments will be considered.
Duties

Reporting jointly to the Head of Research, Communications and Public Engagement and also the Head of Committees and Outreach, you will be responsible for establishing the Unit so that it has a sharp focus on delivery, where innovation in public participation directly supports and strengthens the work of parliamentary committees.

Skills, Knowledge and Experience Required

You must be able to provide evidence to demonstrate the following:

1. Leadership in a political environment
   - A strategic thinker who can help shape our participatory engagement work
   - Ability to get results in a political environment
   - Proven collaborative leadership, working with colleagues across traditional office boundaries

2. Specialist Professional Skills
   - Experience of community engagement, digital engagement and participatory engagement
   - Leading teams to design and deliver innovative public participation that meets business needs

3. Planning, Organisation and Delivery
   - A focus on delivery, with an ability to translate strategic thinking into fit-for-purpose initiatives that fit with dynamic timescales
   - A ‘what works’ mentality, with a passion for working as part of a team to make things happen

4. Improvement, Innovation and Change
   - An ability to influence and drive change, taking colleagues with you to embed new ways of working

5. Communication and Interpersonal Skills
   - A confident communicator with the authority and diplomacy to influence senior stakeholders
   - An ability to build effective relationships, internally, based on credibility and trust and, externally, to develop strategic relationships for the benefit of the Parliament

Application Process

The first stage of the recruitment process will be an application form. To apply, please complete the application form and send to jobs@parliament.scot by midday on 24 January. You must provide evidence of the skills, knowledge and experience detailed above. The next stage will be an interview and a presentation. Please note that interviews will take place week commencing 12 February.
Working Pattern

This is a permanent full time post, with applications on a job share basis welcomed.

Benefits

We offer a great range of benefits including 41.5 days’ leave (including public holidays), the opportunity to join the Civil Service pension scheme, flexible working arrangements and family-friendly policies.

Salary

The salary range for this post is shown below:

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
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</thead>
<tbody>
<tr>
<td>£52,152</td>
<td>£54,976</td>
<td>£57,801</td>
<td>£60,626</td>
<td>£64,712</td>
</tr>
</tbody>
</table>

You will progress at the rate of one scale point per year provided you are performing your duties to the required standard. Your progression date will be the anniversary of taking up the appointment in the post. You will be paid monthly in arrears by Bank Credit Transfer directly into your bank or building society account on the last banking day of the month.

Other Information

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 1,631 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.

Bandwidths are the hours within which staff may work and accrue time under the FWH arrangements. The bandwidth is from 7:00am to 8:00pm.

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 will be 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.

**Pension**

Unless you 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 your Civil Service pension. More information can be found on the Civil Service Pensions website at [www.civilservice.gov.uk/pensions](http://www.civilservice.gov.uk/pensions)

**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.

**Data Protection**

Under the terms of the Data Protection Act 1998, information provided by you will be processed and stored to provide management information for recruitment and equal opportunities monitoring purposes. We will also use this information to form the basis of your personnel record if you are successful for the job. Otherwise we will not retain this information for any longer than it is needed and we would normally dispose of paper records after 6 months. You will have the right of access to any information held about you.

**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 and Security Clearance**

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 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.

**Equal Opportunities**

The Scottish Parliamentary Corporate Body is committed to promoting equality of opportunity and treatment and to eliminating unfair discrimination in its employment practices. It will seek to ensure that all job applicants and staff are treated fairly, with respect and without bias. No job applicant or employee will receive less favourable treatment than others because of her or his: gender; gender identity; sexual orientation, marital or family status; racial group (includes colour, race, nationality, national or ethnic origin), religion, religious belief, or a similar philosophical belief (or lack of any of these); disability (unless such treatment is objectively justified); part-time or fixed-term contract status (unless such treatment is objectively justified); and trade union membership status/activities.