



VACANCY IN THE SCOTTISH PARLIAMENT INFORMATION CENTRE

Researchers

Temporary from 1 April 2018 to 31 March 2020

Full time, although we welcome applications on a flexible working basis

Salary Range: £32,709 to £40,560

Location: Holyrood, Edinburgh

The Scottish Parliamentary Corporate Body (SPCB) ensures that the Parliament has the property, staff and services it needs. It employs the staff who work for the Parliament. Parliamentary staff are not civil servants. They are independent of the Government and provide an impartial service to MSPs of all political parties. There are many groups of staff performing a variety of tasks. These roles range from clerks who advise MSPs on detailed matters of parliamentary procedure, to security and IT staff. The Clerk/Chief Executive is the Parliament's most senior official. The Chief Executive has the ultimate responsibility for ensuring the Parliament runs smoothly and efficiently.

The Scottish Parliament Information Centre (SPICe) provides research, information and documentation services to the Parliament. Within SPICe, around 30 researchers working within three research teams provide expert information and briefing to MSPs, their staff, parliamentary committees and to the staff of the Parliament in relation to their parliamentary duties. This work includes responding to enquiries, providing briefing on bills and on committee inquiries. The work is non-partisan and, when carried out for individual MSPs, is confidential.

There are three new research posts in SPICe, based in the Brexit, Environment and Rural Affairs Unit. The majority of your work is likely to involve supporting senior researchers in providing research to parliamentary committees and to Members on devolved matters. We are especially keen to hear from you if you have a research background in Brexit policy issues that may be of particular interest to the Parliament in the next two years, including:

- Trade
- Immigration
- Agriculture
- Environment
- Fisheries
- Constitution

This is an exciting opportunity to work at the heart of public policy scrutiny and development. It will likely be a very busy and challenging period, and your work will contribute to ensuring that elected Members from all political parties are as well briefed as possible on key issues.

Duties

You will assist senior researchers by providing research support, on any topics that may be needed. Your responsibilities will include assisting with:

- the provision of research support to Parliamentary committees
- the provision of briefing material in anticipation of parliamentary business, including providing current awareness materials
- answering enquiries from individual MSPs and their staff

Skills, Knowledge and Experience Required

The successful candidate will have experience of working in a research or policy environment in subject areas relevant to the devolved powers of the Parliament. Experience or an understanding of some of the key issues relating to Brexit (for example in the policy areas listed above) will be an advantage. The ideal candidate will be educated to degree level or equivalent.

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

1. Specialist Professional or Technical Skills

- Knowledge/experience of policy areas relevant to the devolved powers of the Parliament, particularly those likely to be of most significance over the next two years
- Knowledge of issues related to Brexit will also be an advantage
- Knowledge of research methods
- An understanding of how to handle enquiries from individual Members and their staff.

2. Teamwork and Collaborative Working

- Good interpersonal skills including the ability to work effectively in teams with a proactive and flexible approach to work
- The ability to communicate effectively at all levels, orally and in writing

3. High Quality Service

- The ability to produce comprehensive and clearly written briefings accessible to Members and their staff, including the effective use of charts and infographics
- The ability to work under pressure and own initiative to tight deadlines

4. Parliamentary and political awareness

- Knowledge of the Scottish Parliament and government,
- An understanding of Scotland's place in the UK and on its position in relation to the EU.
- The ability and enthusiasm to develop knowledge quickly and to put that knowledge into practice.

How to apply

To apply, please send your application demonstrating your **Skills, Qualifications and Experience** to jobs@parliament.scot by **5pm on 26 January 2018**.

Assessments

You may be asked to complete on-line verbal and numerical testing as part of the sifting process. As part of the interview process you will be asked to complete a written assessment.

Benefits

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

Salary

The salary range for this post is shown below:

Minimum	Year 1	Year 2	Year 3 (Max)
£32,709	£35,062	£37,414	£40,560

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 grade. 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 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.

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 for all work areas and from 7:00am to 10:00pm for Sub Editors, the Deputy Editor and the Editor in the Official Report.

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

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.