



About the Scottish Parliament

The Parliament is evolving all the time and every member of staff has a contribution to make in the writing of our history. From the Parliament's founding following a referendum and the 1998 Scotland Act– “There shall be a Scottish Parliament.” – to the additional powers conferred by the 2014 and 2016 Scotland Acts; and the constitutional questions arising through Brexit, the on-going process of change and reform offers an exciting backdrop to our work at Holyrood.

The Scottish 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.

About the role

You will be able to adapt, work flexibly and maintain resilience to sustain effective delivery at pace. It is essential that you have the professional credibility to gain the trust of elected Members and senior colleagues quickly and to retain their confidence in deftly handling complex constitutional and political issues.

Your work will involve providing legal advice and support to different parts of the Parliament: ensuring that distinct parliamentary interests are enhanced and protected. A key feature of your work will be to provide support to me and my colleagues; proactively influencing parliamentary processes and structures, so as to enhance scrutiny, promote public engagement and further the Parliament's constitutional role. The immediate priority will be assuming responsibility for the management of legal advice associated with scrutiny of the UK's preparation for withdrawal.

You will work collaboratively with the three current legal services team leaders. Specifically, you will share responsibility for management of a number of legal staff with the legislation team leader in a matrix arrangement. You will also work closely with me to ensure the team remains appropriately skilled, efficient, robust and resilient at a time of increased demand on resources. This aspect of the role will require you to acquire an in depth understanding of the Parliament's strategic priorities and the resources and capabilities it must develop to deliver these. You will also support me to prepare and implement plans for meeting these requirements.

Skills Knowledge and Experience Required

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

- A sound knowledge of the devolution settlement, including a strong understanding of how the Scottish Parliament operates, the legislative process, and effective scrutiny

- Highly developed parliamentary and political awareness, including understanding how Members' needs can be met in an impartial manner
- Excellent written and verbal communication skills, including the ability to convey sensitive or complex legal and other issues clearly and succinctly to different audiences
- Interpersonal skills that establish positive relationships and facilitate effective collaborative working
- Ability to manage workloads proactively and respond flexibly to competing and evolving priorities in a high profile environment
- Aptitude for independent thinking and an innovative approach to problem solving

You will be keen to develop or improve:

- strategic planning skills
- business management skills
- leadership and influencing skills

Application process

The first stage of the recruitment process will be an application form and a covering statement on why you have applied and what interests you. This should be no more than 300 words. To apply please complete the application form and send it along with your statement to jobs@parliament.scot by 21 February 2018. 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 March 2018.

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	Year 4 (max)
£52,152	£54,976	£57,801	£60,626	£64,712

The successful candidate will be appointed to Year 2 of the salary scale, £57,801. 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

If you are currently a member of a Civil Service Pension scheme, you would normally remain in the same scheme as the one you were in with your current employer providing your break in service is less than 28 days. However, as always there are exceptions due to the recent pension changes and your personal circumstances. If you are offered this post and you would like further information about which pension scheme you will be eligible for, please complete the [Pensions Questionnaire](#) on the CSP website in advance.

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.