



SENIOR RESEARCHER (Environment) REF: 601935

An exciting opportunity for a high calibre individual to support MSPs and parliamentary committees in scrutinising environmental policy in a period of rapid change.

Applications are invited from suitably qualified and experienced candidates to fill the position of Senior Researcher (Environment) with the Scottish Parliament, Holyrood, Edinburgh. The post-holder will produce accessible research and analysis to support committees and individual MSPs on a wide range of issues related to environmental policy, including issues affected by Brexit. The current salary range for the post is £41,649 to £51,144.

Background

The Scottish Parliamentary Corporate Body (SPCB) ensures that the Parliament has the property, staff and services it needs. The SPCB is made up of the Presiding Officer and four MSPs who are appointed by the Parliament. It makes decisions on a wide range of issues to do with running the Parliament. It also 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. You can find out more about the Parliament on our website, www.parliament.scot

The Scottish Parliament Information Centre (SPICe) provides research, information and documentation services to the Parliament. Within SPICe, a team of around 30 researchers working within three units provide 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 personal enquiries, providing briefing on bills and on committee inquiries. The work is non-partisan and, when carried out for individual MSPs, is confidential.

General Duties

You will work within the Brexit, Rural and Environment Unit (a team of eight, including this post), but also with colleagues across SPICe. You will have a key role firstly in supporting committees such as the Environment, Climate Change and Land Reform Committee. You will also work directly for individual MSPs and their staff, responding to their enquiries primarily on environmental issues, but potentially across other areas as required. You will also be expected to be flexible in the research support you provide and that could range, for example, from animal health and welfare, to waste and resource use, and flooding. Your work will be driven by the demands of the Parliament. You may find yourself briefing committees on the implications of Brexit for environmental policy, responding to MSP enquiries on waste or plastics, or supporting colleagues in your team by carrying out analysis, for example, in relation to fishing or agriculture. You will need on occasion to be flexible in supporting other teams in SPICe on any subject, as directed by SPICe managers. You will frequently be working in situations where there is incomplete information and an innovative but robust approach is required. You can find out more about some of SPICe's outputs on our webpages <http://www.parliament.scot/parliamentarybusiness/research.aspx>

Specific duties will include:

1. Undertaking research and analysis, usually in environmental policy but also in a range of other subject areas in response to requests from committees, or individual MSPs and their staff
2. Provision of briefing material in anticipation of parliamentary business in environment, rural, transport, or other subject areas
3. Further development of your own subject and parliamentary knowledge in order to better provide effective research in relevant subject areas
4. Development and maintenance of a wide range of contacts within the external analytical community, information providers, and other stakeholders working in your subject areas, including relevant academic centres of expertise
5. Providing support to colleagues in the development of SPICe services, and in the work of the Parliament as an organisation

Qualifications and Experience

Knowledge and experience in environmental policy, along with an understanding of the role of parliament and government are all essential. You will have knowledge of analytical methods, enquiry handling, excellent communication skills, a flexible approach to work and the ability to work efficiently under time pressure. It is expected that you will have a minimum of 3 years' relevant experience and a degree (or equivalent) in a relevant subject is desirable.

Skills and Knowledge

You must be able to demonstrate:

- Knowledge and experience in environmental policy and an understanding of the merits of different analytical approaches in a public policy context, with in-depth knowledge of at least one area of environmental policy of interest to the Scottish Parliament.
- An understanding of the science relating to environmental issues, and an ability to assess the credibility of scientific evidence
- An understanding of how to approach enquiry handling
- An ability to communicate complex information effectively, orally and in writing
- Well-developed interpersonal skills including the ability to work effectively in a team and on own initiative, with a proactive and flexible approach to work
- An ability to work under pressure and to tight deadlines
- Knowledge of the Scottish Parliament and government, and ability to quickly gain a thorough understanding of the Parliament and the political environment in Scotland.

You will be keen to develop or improve:

- Your understanding of other issues you might cover including animal health and welfare, waste and resource use, and flooding
- Your understanding of the issues covered by the Brexit Rural and Environment team including energy, climate change, fisheries and agriculture, transport and planning

Applications

Working Pattern: Our normal working week is 37 hours but we currently operate a wide variety of work patterns successfully balancing lifestyle choices with business requirements. All requests for part time or flexible working hours will be seriously considered.

Please note that we can only consider applications for secondment made with the donor organisation's agreement from the outset. This should also include agreement to release you on or close to the intended start date of 30 April 2018.

Please complete the application form below and send it to jobs@scottish.parliament.uk by the closing date of **Friday 2nd March 2018**.

Interviews

Please note we plan to hold interviews and an assessment on 23 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 (max) |
|----------------|---------------|---------------|---------------------|
| £41,649 | £44,482 | £47,314 | £51,144 |

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.

Part A: Personal Information



The Scottish Parliament
Pàrlamaid na h-Alba

Use the f11 key to navigate through this form

Vacancy: Senior Researcher – Ref: 601935

1. CONTACT DETAILS

Title:

Forename:

Surname:

E-mail address:

Contact Telephone Number:

Your email address will be the primary form of contact throughout the recruitment process. If you are successful other offices in the Parliament may contact you by email as part of our pre-employment process. Please let us know if you change email address during the recruitment process.

Address for letters: Address line 1

Address line 2

Address line 3

Address line 4

POSTCODE

2. OTHER INFORMATION

Do you wish to work on a job-share basis?

(please specify preferred work pattern)

Where did you find out about this post?

Are there any dates when you would **NOT** be available for test/interview?

(these dates will be avoided if possible)

If appointed, how much notice would you require before taking up appointment?

3. CONDITIONS

Only applications which contain all the requested information, including the Equal Opportunities Monitoring Form, will be considered. Unless otherwise stated, we do not accept CVs as substitute for this form. Information in support of your application will not be accepted after the closing date for receipt of application. Late applications will not be accepted.

Please ensure that you are eligible for this job by referring to the accompanying advert supporting information. If you are successful at interview, a complete enquiry into your eligibility will be made. This will cover any educational or professional qualifications/memberships you record in Part B of the form. If you are uncertain about any aspect of your eligibility, please contact us.

Please note that evidence of emailing your application is does not guarantee that it has been received by us. When emailing your application you **must** ensure that you receive email acknowledgement that your email has reached us.

4. DECLARATION

The information I have provided in Part B of this form is complete and accurate to the best of my knowledge. I understand that if it is found that any statement is inaccurate, misleading or incomplete, I will liable for disqualification or, if appointed, to dismissal.

Under the terms of the Data Protection Act 1998, I agree that the information given in Parts A and B of this application and Equal Opportunities Monitoring form may be processed to provide management information for recruitment and equal opportunities monitoring purposes. This information will not be retained longer than it is needed and paper records are normally disposed of after 6 months. Applicants will have the right of access to any information held about them.

I confirm that I have read and agree the conditions and declaration above:

Name: **Please type name** Date: **Insert today's date**

If you are successful at interview we will ask you to sign this form.

Equal Opportunities Monitoring

The information you have provided in this form will be held confidentially within the HR Office and will not be seen by those involved in selecting candidates. The information is held for equal opportunities monitoring purposes and so that adjustments can be made to the process.

1. Gender Identity

| | |
|--------------------------|--------|
| <input type="checkbox"/> | Female |
| <input type="checkbox"/> | Male |

2. Age

| |
|---|
| What is your date of birth?: dd/mm/yyyy |
|---|

3. Ethnic Group & Nationality

| How would you describe your ethnic background? | How would you describe your nationality? |
|---|---|
| Please choose one category only | Please choose one category only |
| <input type="checkbox"/> African | <input type="checkbox"/> British |
| <input type="checkbox"/> Any mixed | <input type="checkbox"/> English |
| <input type="checkbox"/> Arab | <input type="checkbox"/> Irish |
| <input type="checkbox"/> Asian Other | <input type="checkbox"/> Northern Irish |
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Other |
| <input type="checkbox"/> Black | <input type="checkbox"/> Scottish |
| <input type="checkbox"/> Caribbean | <input type="checkbox"/> Welsh |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> I prefer not to answer this question |
| <input type="checkbox"/> Gypsy Traveller | |
| <input type="checkbox"/> Indian | These categories are listed in alphabetical order. |
| <input type="checkbox"/> Other Ethnic Group | |
| <input type="checkbox"/> Pakistani | |
| <input type="checkbox"/> Polish | |
| <input type="checkbox"/> White | |
| <input type="checkbox"/> I prefer not to answer this question | |

4. Religion and Belief

| |
|---|
| Which of the following religions, religious denomination or bodies do you belong to? |
| <input type="checkbox"/> None |
| <input type="checkbox"/> Atheist |
| <input type="checkbox"/> Church of Scotland |
| <input type="checkbox"/> Roman Catholic |
| <input type="checkbox"/> Other Christian |
| <input type="checkbox"/> Muslim |
| <input type="checkbox"/> Buddhist |
| <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Jewish |
| <input type="checkbox"/> Hindu |
| <input type="checkbox"/> Other (Please specify): |
| <input type="checkbox"/> I prefer not to answer this question |

5. Sexual Orientation

| |
|---|
| How would you describe your sexual orientation? |
| <input type="checkbox"/> Bisexual |
| <input type="checkbox"/> Gay/Lesbian |
| <input type="checkbox"/> Heterosexual/Straight |
| <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> I prefer not to answer this question |

6. Disability

Do you consider that you have a disability according to the terms of the Equality Act 2010?

The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities." An effect is long-term if it has lasted, or is likely to last, more than 12 months.

- Yes
- No
- I prefer not to answer this question

Please indicate the type of condition that applies to you?

- Blindness or partial sight loss
- Deafness or partial hearing loss
- Learning difficulty e.g. dyslexia or dyspraxia
- Learning difficulty e.g. Downs Syndrome
- Long term chronic or progressive illness e.g. cancer, diabetes or epilepsy
- Mental Health Condition e.g. depression or schizophrenia
- Other
- Physical disability
- I prefer not to answer this question

7. Disability

We guarantee to interview any disabled applicants who meet the essential requirements for the job they've applied for. The essential requirements for this job are described under "Skills, Knowledge and Experience Required". This means that if you meet any qualification or experience criteria that we have set, and are assessed as providing "acceptable" evidence of the skills and qualities asked for we will automatically invite you to interview.



Tick this box if you have a disability and wish to be considered under this arrangement:

We want to ensure that disabled people are able to compete during the recruitment and selection process on equal terms. We will therefore make any reasonable adjustments necessary to this process to make this possible. This might involve, for example, providing a candidate with modified equipment or practical assistance at an interview. It might also involve taking account of any feature of your disability that may affect your performance to ensure that you are not disadvantaged. To ensure that reasonable adjustments can be made, we would be grateful if you could complete the following questions:

1. If you think that your disability may have had an effect upon your ability to complete the job application form, please tell us here what effect it may have had.

2. Please tell us what impact (if any) your disability may have on you during the assessment and/or interview process and any adjustments that you require to the process.

Part B: Skills, Qualifications and Experience

Vacancy: Senior Researcher – Ref: 601935

It is your responsibility to demonstrate clearly in this form how you satisfy the published skills, knowledge, qualifications and experience criteria.

1. Qualifications

Please tell us about qualifications that we have specified as essential for the job. If you provide details of other qualifications (that we have not asked for) we will also ask to see evidence of them if you are offered appointment.

HNC, HND, Degree or Other Qualification

If a degree or other higher level qualification is specified as essential please provide details.

College or university:

Details of qualification:
(type, full title and level of award)

Main subjects:

Post-graduate qualifications

University or college:

Details of qualification:
(type, full title and level of award)

Main subjects:

If you are successful at interview, we may ask you to confirm dates and provide details of an academic referee.

Professional Qualifications/Memberships

Provide details of any qualifications or memberships that we have specified as necessary.

Title of Qualification(s)/Membership(s). Please include relevant registration number(s)

If you are successful at interview we may ask you to confirm dates. Confirmation of membership/qualification may form part of our pre-employment enquiries.

2. Experience

Employment History

If your start date in present or previous employment was more than 5 years ago you do not need to tell us the start date.

Current employer

| | |
|---|---------------|
| Agency's name: Name of employer | Date started: |
| Job title and main duties: Job Title | |
| Main duties | |

Previous employment

Please provide details of your previous employment (including self-employment) over the last 5 years, or any other relevant jobs. Start with the most recent (add additional rows if necessary)

| Dates | Name, address and phone no. of employer | Job title and main duties | Reason for leaving |
|--|---|-------------------------------|--------------------|
| Started: MM/YY Ended: MM/YY | Name of employer Address email Tel no | Job Title, Main duties | |
| Started: MM/YY Ended: MM/YY | Name of employer Address email Tel no | Job Title, Main duties | |

Employers' references

Please note that employers' references covering the last 3 years will be required if we are considering you for an appointment following your interview.

Please confirm that we may approach **previous** employers for a reference: Yes

If you are successful we will ask for your consent before we approach any present employer(s)

3. Skills, Knowledge and Experience

Please study the “Skills, Knowledge and Experience Required” section in the accompanying “Job Information”. Use this space to demonstrate that you have the skills and knowledge we have asked for. **Address each of the criteria in turn, using specific evidence to support your statements.** You may also use this space to include any other information which may be relevant to your application.

This is a very important part of your application. If you fail to deal with each of the criteria the selection panel will find it difficult to assess your application. The selection panel will not make assumptions about the skills and experience you have gained, for instance through a job title.

Ability to communicate effectively at all levels orally and in writing

Well developed interpersonal skills including the ability to work effectively in a team and on own initiative, with a proactive and flexible approach to work

Ability to work under pressure and on own initiative to tight deadlines

Knowledge, background and experience in environmental policy

Knowledge of research methods including ability to assess the credibility of scientific evidence

Knowledge of the Scottish Parliament, Government and Political Environment of Scotland